

Tenses

Tenses are very important not only for students but also for general readers. This book teaches you tenses, active & passive voice, direct & indirect narration in an easy way.

English

M. Tariq Qureshi

Awaris Grijas
TENSES ARE AN IMPORTANT PART OF LANGUAGE

Fatima

Tenses

**Active Voice & Passive Voice
Direct & Indirect**

By
M. Tariq Qureshi

Published by:

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Shop No. 3, Muslim Centre, Chattergee Road
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Verb (فعل)

تعریف:-

فعل دو لفظ ہوتا ہے جس سے کسی کام کا کرنا یا ہونا ظاہر ہواں کو اردو میں فعل اور انگریزی میں Verb کہتے ہیں۔ دراصل لفظ Verb یعنی زبان کے لفظ Verbum سے نکلا ہے۔ جس کا مطلب کسی چیز کو ظاہر کرنا ہے۔ لفظ Verb کو ایسا نام اس لیے دیا گیا ہے۔ کیونکہ یہ جملے کا سب سے اہم لفظ یا حصہ ہوتا ہے۔ ایک Verb (Verb) ہمیں بتاتا ہے کہ جملے میں کیا کام ہو رہا ہے اور کب ہو رہا ہے۔

THREE FORMS OF VERBS (افعال کی تین حالتیں)

Three Forms of Verbs کو زمانی یاد کر لینا بہت ضروری ہے۔

یہ گدھان کو ہانے لگے Tenses کہتے ہیں۔

Verb کی 1st Form کو Present، 2nd Form کو Past

اور 3rd Form کو Past Participle کہتے ہیں۔

Verbs جن کے بعد V-ed لگتا ہے Past Participle میں تبدیل کیا

جاتا ہے، انہیں Regular Verbs کہا جاتا ہے۔ جبکہ وہ Verbs جن میں ان کے بعد کوئی

تبدیلی کرنے سے Past، Past Participle بنتے ہیں، Irregular Verbs کہلاتے

ہیں۔

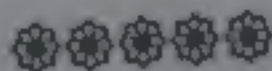
ذیل میں چند اہم افعال دیے گئے ہیں جنہیں اچھی طرح یاد کریں۔

| Present | | Past | Past part. |
|---------|-------------|--------|------------|
| abide | پابندی کرنا | abided | abided |
| arise | اٹھ اٹھنا | arose | arisen |
| awake | پاگیا | awoke | awoken |
| bear | برداشت کرنا | bore | borne |

| | | | |
|--------|----------------|---------|---------|
| bring | لایا | brought | brought |
| build | قائم کرنا | built | built |
| burn | جلا | burnt | burnt |
| burst | پھٹ جانا | burst | burst |
| buy | خریدنا | bought | bought |
| cast | ڈالنا، پھینکنا | cast | cast |
| catch | پکڑنا | caught | caught |
| choose | منتخب کرنا | chose | chosen |
| cling | چمٹنا | clung | clung |
| come | آنا | came | come |
| cost | لاگت آنا | cost | cost |
| cut | کاٹنا | cut | cut |
| deal | سولی کرنا | dealt | dealt |
| dive | غوطہ کھانا | dived | dived |
| do | کرنا | did | done |
| drive | چالنا، چلانا | drove | driven |
| eat | کھانا | ate | eaten |
| draw | کھینچنا | drew | drawn |
| fall | گرنے | fell | fallen |
| feed | کھلانا | fed | fed |
| feel | محسوس کرنا | felt | felt |
| fight | لڑنا | fought | fought |

| | | | |
|--------|---------------|--------|--------|
| sink | (سے جان) ڈرنا | sank | sunk |
| sit | بٹھنا | sat | sat |
| sleep | سو جانا | slept | slept |
| smell | سنگھنا | smelt | smelt |
| sow | بیج بٹا | sowed | سودھا |
| speak | بولنا | spoke | spoken |
| spell | جیچہ کرنا | spelt | spelt |
| spend | خرچ کرنا | spent | spent |
| spit | تھوکانا | spat | spat |
| spread | پھیلاتا | spread | spread |
| spring | اچھلتا کودنا | sprang | sprung |
| stand | کھڑے ہونا | stood | stood |
| steal | چوری کرنا | stole | stolen |
| sting | ڈنگ مارنا | stung | stung |
| strike | ضرب لگانا | struck | struck |
| sweep | جھاڑنا | swept | swept |
| swim | تیرنا | swam | swum |
| swing | تھولنا | swung | swung |
| take | لے لینا | took | taken |
| teach | پڑھانا | taught | taught |
| tear | پھاڑنا | tore | torn |
| tell | بتانا | told | told |

| | | | |
|------------|--------------|------------|------------|
| think | سوچنا | thought | thought |
| throw | پھینکنا | threw | thrown |
| understand | سمجھنا | understood | understood |
| undertake | زبرداری لینا | undertook | undertaken |
| upset | پریشان کرنا | upset | upset |
| wake | جاگنا، جاگنا | woke | woken |
| wear | پہنا | wore | worn |
| weave | بنا | wove | woven |
| wed | شادی کرنا | wedded | wedded |
| weep | رن | wept | wept |
| wet | کیا کرنا | wet | wetted |
| win | جیتنا | won | won |
| wind | چاٹی دینا | wound | wound |
| withdraw | پہچھے کرنا | withdrew | withdrawn |
| write | لکھنا | wrote | written |



INTRODUCTION

ACTIVE VOICE & PASSIVE VOICE

انگریزی زبان میں Voice کے معنی "آواز" کے ہیں۔ لیکن انکس کر اکر میں Voice کا مطلب "اگر انگریز" یا "طرز بیان" ہے۔

ہم بات چیت دو طرح سے کر سکتے ہیں۔

(i) فاعل (doer) کو اہمیت دیتے ہوئے جیسے
ماطف سبق یاد کرتا ہے۔

Atif learns lesson.

(ii) مفعول (receiver) پر زور دیتے ہوئے جیسے

Lesson is learnt by Atif

پہلی قسم کو Active Voice کہلاتے ہیں اور دوسری قسم کے جملے Passive Voice کہلاتے ہیں۔ بات چیت کرتے وقت کہنے والے کو اپنے مطلب کے مطابق Voice کا انتخاب کرنا چاہئے۔

Active voice اور Passive voice کو سیکھنے کے لئے سب سے پہلے آپ کو فعل

کی پہچان کرنا ضروری ہے۔

فعل کی دو اقسام ہیں۔

1- فعل لازم (Intransitive Verb)

2- فعل متعدی (Transitive Verb)

1. Intransitive Verb:

فعل لازم:

ایسا فعل جس کو مفعول کی ضرورت نہ ہو اور مفعول کے بغیر ہی اس کا مکمل مفہوم سمجھ میں آ جاتا

ہو۔ مثلاً:

| | |
|----------------|----------------|
| He sleeps. | دوستا ہے۔ |
| Atif laughs. | ماطف ہنستا ہے۔ |
| The sun rises. | سورج نکلتا ہے۔ |

اگر کسی جملے میں ہمیں یہ معلوم نہ ہو کہ کام کرنے والا کون ہے اور وہ کس نے کیا ہے یا کون کرتا ہے یا کون کرے گا یعنی اس میں مقبول (جس پر کام واقع ہو) کو اہمیت دی جائے تو ایسے جملوں کو ہم فعل مجہول (Passive Voice) کہتے ہیں۔ مثلاً:

| | |
|--------------------------|-------------------------|
| He reads a book. | وہ کتاب پڑھتا ہے۔ |
| Atif will go to college. | عاطف کالج جائے گا۔ |
| He is invited. | اُس کو دعوت دی جاتی ہے۔ |
| He will be punished. | اُس کو سزا دی جائے گی۔ |

درج بالا پہلے دو جملے Active Voice کے ہیں کیونکہ ہمیں پتا ہے کہ کام کرنے والا کون ہے۔ پہلے "وہ" کتاب پڑھتا ہے دوسرے میں Atif کالج گیا۔

درج بالا جملوں میں آخری دو جملے Passive Voice کے ہیں کیونکہ ہمیں پتا نہیں کہ کام کرنے والا کون ہے۔ تیسرے جملے میں "اُس" کو دعوت دی جاتی ہے لیکن معلوم نہیں کون دیتا ہے۔ چوتھے میں "اُس" کو سزا دی جائے گی لیکن یہ معلوم نہیں کہ سزا کون دے گا۔
مثالیں:

Examples:

| | |
|----------------------------------|---------------------------------|
| I was delighted. | میں خوش ہو گیا۔ |
| He was born in Lahore. | وہ لاہور میں پیدا ہوا۔ |
| My home is situated on the Mall. | میرا گھر مال روڈ پر واقع ہے۔ |
| My shoes are made of leather. | میرے جوتے چمڑے کے بنے ہوئے ہیں۔ |

درج بالا جملے فعل معروف کے لگتے ہیں لیکن دراصل وہ فعل مجہول کے ہی ہیں کیونکہ ان میں ہمیں یہ معلوم نہیں ہوتا کہ doer یعنی کام کرنے والا (فاعل) کون ہے۔

Active voice اور Passive voice جملوں کی پہچان

Active voice اور Passive voice جملوں کو پہچاننے کے لیے

مندرجہ ذیل اصولوں کو ہمیشہ نظر رکھئے۔

- 1 ایسا جملہ جس کا Object ہے اس کا Passive Voice نہیں بن سکتا اور ایسا جملہ جس کا Subject ہے اس کا Active Voice نہیں بن سکتا۔
- 2 Active Voice جملوں کو Passive Voice میں بدلتے ہیں۔ Subject, Object کی جگہ لے لیتا ہے۔
- 3 Passive Voice جملوں میں ہمیشہ 3rd Form of Verb استعمال کرتے ہیں۔
- 4 Passive Voice جملوں میں 3rd Person Singular کے لئے is کے لئے am اور بآئی کے لئے are استعمال کیے جاتے ہیں۔
- 5 Active Voice جملوں میں Subject سے شروع ہوتا ہے جبکہ Passive Voice جملوں میں Object سے شروع کرتے ہیں۔
- 6 ضروری نہیں کہ گرامر ایک جملے میں Subject اور Object دونوں ہوں تو پھر بھی انکا اڑنا Passive Voice جملہ بن سکے مثلاً حرکتی فعل یعنی Verb of Movement کا Passive Voice جملہ نہیں بنتا۔
- 7 ویسے تو تمام بارہ کے بارہ Tenses کے Passive Voice ممکن ہیں لیکن عام طور پر نو Tenses کے فعل مجہول بنائے جاتے ہیں۔ Perfect Continuous کے Passive Voice نہیں بنائے جاتے۔
- 8 اگر doer کا ذکر کرنا ہو تو by کا کر جملے کے آخر میں لکھ سکتے ہیں۔
- 9 اگر doer (فاعل) Pronoun ہو تو اس کی مفعولی حالت استعمال کرتے ہیں۔
- 10 ایک Subject کے ساتھ دو Objects مندرجہ ذیل Verbs کے ساتھ آتے ہیں۔ Give, Take, Bring, Fetch وغیرہ۔

| | |
|--------------------|------------------------------|
| He beats you | You are beaten by him. |
| He gives me a gun. | A gun is given to me by him. |



He gives a gun to me

I am given a gun by him

اگر Preposition (for) Active Voice میں موجود ہو تو Passive Voice میں نہیں ہوتی اور اگر Active Voice میں موجود نہ ہو تو Passive Voice میں ہوتی ہے۔

بعض اوقات Subject کے ساتھ Object استعمال ہوتے ہیں جس میں سے ایک Direct Object کہلاتا ہے دوسرا Indirect Object۔ اسکی صورت میں جملہ Active Voice اور Passive Voice دونوں صورتوں میں دو طریقوں سے لکھا جاسکتا ہے۔

(۱) ہم Direct Object کو پہلے لکھیں۔

(۱) Indirect Object کو پہلے لکھیں۔

اگر Direct Object پہلے لکھیں گے تو پھر Indirect Object کے ساتھ مازنہ Preposition (to یا for) استعمال ہوگا۔ اور اگر Indirect Object کو پہلے لکھیں تو پھر کوئی Preposition استعمال نہیں ہوگی۔ مثلاً

Atif gave me a pen

اس مثال میں me بالواسطہ یعنی Indirect object ہے جبکہ a pen بالواسطہ Direct object ہے۔



Tenses

PRESENT INDEFINITE TENSE

Active Voice

نقروں کی پہچان:

یہ نقروں کے "حرمیں" "تا" "تی" ہے۔ "تے ہیں" "دخیر داتے ہیں"۔ جبکہ انگریزی نقروں میں فاعل کے بعد فعل کی یہی فارم ہوتی ہے۔

بنانے کا طریقہ:

فعل کے بعد فعل (verb) کی پہلی فارم استعمال ہوتی ہے۔ لیکن اگر صیغہ واحد نام (Third person singular) یعنی (She, He) یا کوئی واحد نام (Singular noun) کے ساتھ آتا ہے تو اس کے بعد "s" لگاتے ہیں۔ (ss, ch, sh, x) Verbs کے ساتھ "es" لگاتے ہیں۔ صرف "s" کا ساتھ نہیں۔

Syntax:

S + V(1) or V(1)s/es + O

Examples:

| | |
|--------------------------|-------------------------------|
| The sun sets in the west | سورج مغرب میں غروب ہوتا ہے۔ |
| Water keeps its level | پانی اپنی سطح ہموار رکھتا ہے۔ |
| Two and two make four | دو اور دو چار ہوتے ہیں۔ |
| I like mangoes. | میں تم پھند کرتا ہوں۔ |
| The dogs bark | کتے بھونکتے ہیں۔ |
| A man enters the room | آدمی کمرے میں داخل ہوتا ہے۔ |
| He pushes the table | وہ میز دھکیلتا ہے۔ |

| | |
|--------------------------|----------------------------|
| She makes tea | وہ چائے بناتی ہے۔ |
| He invites me | وہ مجھے دعوت دیتا ہے۔ |
| Mother prepares food | مائی کھانا بناتی ہیں۔ |
| The baby drinks milk | بچہ دودھ پیتا ہے۔ |
| Mr. Atf teaches us | مسٹر عاتق ہمیں پڑھاتے ہیں۔ |
| I write an essay | میں مضمون لکھتا ہوں۔ |
| They learn their lessons | وہ اپنی سبق یاد کرتے ہیں۔ |
| Atf writes a letter | عاتق خط لکھتا ہے۔ |
| I love you | میں آپ سے پیار کرتا ہوں۔ |
| He likes rice | وہ چاول پسند کرتا ہے۔ |
| She wants sugar | اسے چینی چاہیے۔ |

Syntax: منفی اور سوالیہ فقرے بنانے کا طریقہ:

S + do / does not + V(i) + O.

Do / Does + S + V(i) + O?

اگر فاعل کے بعد do not اور پھر فعل کی پہلی فارم استعمال کریں تو فقہہ منفی بن جاتا ہے۔
لیکن اگر دیئے گئے فقرے کی پہلی فارم کے ساتھ es یا s کا اضافہ بھی ہو تو do not کی بجائے does not استعمال کریں۔ اور اصل فعل کے ساتھ es یا s ختم کر دیں۔

اگر do یا does فقرے کے شروع میں لگادیں تو فقہہ سوالیہ بن جاتا ہے۔ منفی سوالیہ فقرے کے لئے فقرے کے شروع میں do یا does پھر فاعل پھر not اور پھر اصل فعل کی پہلی فارم استعمال کریں۔

بعض اوقات ہم do not کی بجائے don't اور does not کی بجائے doesn't لکھتے ہیں۔

مندرجہ ذیل مثال میں do not اور does not کے لئے کسے بنا سکتے ہیں۔

| | |
|------------------------------|------------------------------|
| He sells milk | دودھ بیچتا ہے |
| He does not sell milk | دودھ نہیں بیچتا ہے |
| Does he sell milk? | کیا دودھ بیچتا ہے؟ |
| Does he not sell milk? | کیا دودھ نہیں بیچتا ہے؟ |
| When he sells milk | جب دودھ بیچتا ہے۔ |
| When he does not sell milk | جب دودھ نہیں بیچتا ہے۔ |
| When does he sell milk? | دو کب دودھ بیچتا ہے؟ |
| When does he not sell milk? | دو کب دودھ نہیں بیچتا ہے؟ |
| Why does he sell milk? | وہ کیوں دودھ بیچتا ہے؟ |
| Why does he not sell milk? | وہ کیوں دودھ نہیں بیچتا ہے؟ |
| Where does he sell milk? | دو کہاں دودھ بیچتا ہے؟ |
| Where does he not sell milk? | دو کہاں دودھ نہیں بیچتا ہے؟ |
| How does he sell milk? | دو کیسے دودھ بیچتا ہے؟ |
| How does he not sell milk? | دو کیسے دودھ نہیں بیچتا ہے؟ |
| Which milk does he sell? | دو کونسا دودھ بیچتا ہے؟ |
| Which milk does he not sell? | دو کونسا دودھ نہیں بیچتا ہے؟ |

اب سی طرح دوبارہ ایک ایک جملے سے کئی کئی جملے بنانے کی مشق کریں۔

Exercise

Change the following into Negative and Interrogative:

- 1 He recites Holy Quran daily
- 2 We work in this building
- 3 They eat apple.
- 4 At f lives in this house.

- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot
- 7 I read the novel
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites
- 12 We travel first class
- 13 It rains here
- 14 We play at the cards
- 15 She tells a lie
- 16 Hens lay eggs
- 17 We go to office by bus
- 18 Atif runs very fast
- 19 They speak truth
- 20 Huma works all the day
6. Translate into English:

- 1- وہ محنت کرتا ہے۔
- 2- وہ میرا انتظار کرتا ہے۔
- 3- وہ بیس کاٹ جاتے ہیں۔
- 4- ہم جھوٹ نہیں بولتے۔
- 5- میں چائے نہیں پیتا۔
- 6- کیا ہمارا حق بڑھتی ہے؟
- 7- کیا وہ گاڑی نہیں چلاتی؟
- 8- وہ خط لکھتا ہے۔
- 9- کرچی ہر روز بارش نہیں ہوتی۔
- 10- وہ سچ بولتی ہیں۔
- 11- کیا وہ روز سکول جاتی ہے؟

12۔ وہ اپنا کام نہیں کرتی۔

13۔ ہم پر سب سے زیادہ محنت کرتے ہیں۔

14۔ وہ کثرت سے نہیں آتے۔

15۔ یہ واقعہ کثرت سے ہوتا ہے۔

16۔ وہ بڑے آگے آئے۔

17۔ ہم سب کی محنت کرتے ہیں۔

18۔ میں بہت محنت کرتا ہوں۔

19۔ وہ ہر روز شگایت کرتا ہے۔

20۔ کیا تم اس کے ساتھ جوتے ہو؟

Passive Voice

بنانے کا طریقہ:

1۔ Subject + am/are/is + Verb + O

2۔ are am, is + Verb + O

3۔ are + Verb + O

4۔ are + Verb + O

5۔ are + Verb + O

6۔ are + Verb + O

Syntax:

S + is/are/am + V (1) + O

S + is/are/am + not + V (1) + O

Is/Are/Am - S + V (1) + O?

1۔ وہ (Subject) سے مراد وہ ہے جس پر کام واقع

2۔ وہ (Object) کو فعل

3۔ وہ (Subject) کو فعل

4۔ وہ (Subject) کو فعل

5۔ وہ (Subject) کو فعل

6۔ وہ (Subject) کو فعل

۱۰. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۱. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۲. وہ مجھے ایک نیا سا کپڑا دیا۔
 ۱۳. وہ مجھے ایک نیا سا کپڑا دیا۔

Examples.

| | |
|----------|--------------------------------|
| Active: | She loves me |
| Passive: | I am loved by her |
| Active: | He eats mangoes |
| Passive: | Mangoes are eaten by him |
| Active: | He gives me a pen |
| Passive: | A pen is given to me by him |
| Active: | She gives me a ball |
| Passive: | A ball is given to me by her |
| Active: | She teaches me |
| Passive: | I am taught by her |
| Active: | She advises me |
| Passive: | I am advised by her |
| Active: | Zubair rebukes me |
| Passive: | I am rebuked by Zubair |
| Active: | Atif likes Usman |
| Passive: | Usman is liked by Atif |
| Active: | She gives me a ruler |
| Passive: | A ruler is given to me by her |
| Active: | Atif gives me a blade |
| Passive: | A blade is given to me by Atif |
| Active: | Bial teaches me English |
| Passive: | I am taught English by Bial |
| Active: | Mother orders me |

| | |
|----------|--|
| Passive: | I am ordered by mother |
| Active: | Atif gives us sweets |
| Passive: | We are given sweets by Atif |
| Active: | Huma gives them bread |
| Passive: | They are given bread by Huma |
| Active: | He gives Adeen a tip |
| Passive: | Adeen is given a tip by him |
| Active: | Sohail brings me a car |
| Passive: | I am brought a car by Sohail |
| Active: | She gives me a bicycle |
| Passive: | I am given a bicycle by her |
| Active: | She brings me a gift |
| Passive: | I am brought a gift by her |
| Active: | He brings me a ball. |
| Passive: | I am brought a ball by him |
| Active: | He gives me a gun |
| Passive: | I am given a gun by him |
| Active: | He brings me a cup |
| Passive: | I am brought a cup by him |
| Active: | Atif brings me a copy |
| Passive: | I am brought a copy by Atif |
| Active: | Asif gives me a pen |
| Passive: | I am given a pen by Asif |
| Active: | Adeen brings a cup of coffee |
| Passive: | A cup of coffee is brought by Adeen |
| Active: | She gives Atif a handkerchief |
| Passive: | Atif is given a handkerchief by her |
| Active: | People often offer coffee for breakfast. |
| Passive: | Coffee is often offered for breakfast |

Exercise

Change into Passive Voice.

1. We help the father
2. She reads a novel
3. They sell cars
4. We worry too much about him
5. You cook your own meals
6. He brushes his hair every day
7. They pay the bill
8. I know the answer
9. Ali loves Amjad
10. The gardener grows flowers
11. You remember the address
12. He plays chess very well
13. She teaches English
14. Ali Kashif plays cards
15. He buys books every day



FAST INDEFINITE TENSE

Active Voice

فردا کی پہچان

ہم نے آج صبح کو ایک نیا گھر بنا دیا ہے۔

آج

میں نے آج صبح کو ایک نیا گھر بنا دیا ہے۔

آج

میں نے آج صبح کو ایک نیا گھر بنا دیا ہے۔

Syntax:

S + V(ii) + O.

مثنیٰ اور سوائیہ فقرے بنانے کا طریقہ

S + did not + V(i) + O.

Did + S + V(i) + O?

فاعل کے بعد did not کا کرفعل کی پہلی فارم استعمال کرے سے فقرہ مثنیٰ بن جاتا ہے۔
 اگر Did کو فقرے کے شروع میں لگا کر پھر فاعل، فعل کی پہلی فارم لگا دے تو فقرہ سوائیہ بن جاتا ہے۔
 یاد رکھیں مثنیٰ اور سوائیہ فقرے میں ہمیشہ فعل کی پہلی فارم استعمال ہوتا ہے کیونکہ did بذات خود do کی دوسری فارم ہے۔ مثنیٰ سوائیہ فقرے کے لئے فقرے کے شروع میں Did اور پھر فعل پھر not اور پھر فعل کی پہلی فارم استعمال کریں۔

یہ Tense کا سوں کے لئے استعمال کیا جاتا ہے جو زمانہ ماضی میں تھا واقع ہوئے ہوں۔ مثلاً

| | |
|----------------------|-----------------------|
| She told me | اس نے مجھے بتایا۔ |
| They got into | انہیں دیر ہو گئی تھی۔ |
| We invited everybody | ہم نے سب کو دعوت دی۔ |

یہ Tense اس کام کے لئے بھی استعمال کیا جاتا ہے جس کے واقع ہونے کا زمانہ اب گزر

گیا ہو مثلاً

| | |
|--|------------------------------------|
| She worked in that office for three years. | اس نے اس دفتر میں تین سال کام کیا۔ |
| She lived in Karachi for a long time. | وہ کافی عرصہ کراچی میں رہی۔ |
| I studied in that school for five years. | میں نے پانچ سال اس سکول میں پڑھا۔ |

یہ Tense ماضی کی کسی حالت کے لئے بھی استعمال کیا جاتا ہے۔ مثلاً

| | |
|-------------------------|------------------------------|
| She always came late | وہ ہمیشہ دیر سے آتی۔ |
| Atif never told a lie | عاطف نے کبھی جھوٹ نہیں بولا۔ |
| Zubair always helped me | زبیر نے ہمیشہ میری مدد کی۔ |

مندرجہ ذیل مثال میں ہم دیکھیں گے کہ ایک جملے سے کئی جملے کیسے بنا سکتے ہیں۔

| | |
|--------------------------------|------------------------------|
| He washed the car | اُس نے گاڑی دھوئی۔ |
| He did not wash the car | اُس نے گاڑی نہیں دھوئی۔ |
| Did he wash the car? | کیا اُس نے گاڑی دھوئی؟ |
| Did he not wash the car? | کیا اُس نے گاڑی نہیں دھوئی؟ |
| When he washed the car | جب اُس نے گاڑی دھوئی۔ |
| When he did not wash the car, | جب اُس نے گاڑی نہیں دھوئی۔ |
| When did he wash the car? | اُس نے کب گاڑی دھوئی؟ |
| When did he not wash the car? | اُس نے کب گاڑی نہیں دھوئی؟ |
| Why did he wash the car? | اُس نے کیوں گاڑی دھوئی؟ |
| Why did he not wash the car? | اُس نے کیوں گاڑی نہیں دھوئی؟ |
| Where did he wash the car? | اُس نے کہاں گاڑی دھوئی؟ |
| Where did he not wash the car? | اُس نے کہاں گاڑی نہیں دھوئی؟ |
| How did he wash the car? | اُس نے کیسے گاڑی دھوئی؟ |
| How did he not wash the car? | اُس نے کیسے گاڑی نہیں دھوئی؟ |

| | |
|-----------------------------------|---------------------------|
| What car did he wash? | کون سی گاڑی دھوئی؟ |
| What car did he not wash? | کون سی گاڑی نہیں دھوئی؟ |
| What day did he wash the car? | کس دن گاڑی دھوئی؟ |
| What day did he not wash the car? | کس دن گاڑی نہیں دھوئی؟ |
| Who washed the car? | کس نے گاڑی دھوئی؟ |
| Who did not wash the car? | کس نے گاڑی نہیں دھوئی؟ |
| What did he wash? | کس نے کیا دھوئی؟ |
| What did he not wash? | کس نے کون کیا نہیں دھوئی؟ |

Exercise

Change into Past Indefinite Tense.

- 1 He recites the Holy Quran daily
- 2 We work in this building
- 3 They eat apple
- 4 Atif lives in this house
- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot
- 7 I read the novel
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites.
- 12 We travel first class
- 13 It rains here.
- 14 We play cards.
- 15 She tells a lie.

- 16 Hens lay eggs
- 17 We go to office by bus
18. Atif runs very fast
- 19 She helps the poor
- 20 Bashir goes to work

Change into negative and interrogative

- 1 He saw your brother
- 2 I spent Rs 50
- 3 He forgave her
- 4 He broke his arm
5. They flew to Karachi
6. I heard a noise
- 7 They slept till 10 00
8. Alf drew a map
9. He found my watch
- 10 I wrote a letter to my father

Translate Into English:

- 1- اُمیر نے سچ سچ نہیں چمکا۔
- 2- میں نے کچھ عامری کیے۔
- 3- ہم نے اس کی بات نہ مانی۔
- 4- کیا اس نے سوال حل کیے؟
- 5- عاطف نے یہب کھائے۔
- 6- روکرا پی نہیں گئے۔
- 7- کیا مالک نے لیب جلا یا؟
- 8- یہ سب تمہارا تھا دیکھو۔
- 9- اکرم سکون کیا۔
- 10- میں نے سر میں شکر کیا۔
- 11- میں نے اپنے دوست کو خط نہیں لکھا۔

- 12- اچھڑنے دو بجے تکٹی ہوئی۔
- 13- اٹانے کمرے کو صاف کیا۔
- 14- میں نے پچھلے سال میں
- 15- کیا اس نے اور اس سے
- 16- وہیں کیا آیا؟
- 17- آپ کا کچھ کیسے ہے؟
- 18- اچھی نے مجھے اطلاع نہیں کی۔
- 19- لوگوں نے شکایت کی۔
- 20- حکومت نے یہ لوگوں کی مدد کی

Passive Voice

بنانے کا طریقہ:

- 1- ماضی (subject) کے بعد فعل (Verb) کی تیسری صورت سے پتہ سمجھوں سے مطابق was/were استعمال ہوتا ہے۔
- 2- نفی کے فقرہ میں was/were کے بعد not لگائیں اس کے بعد فعل (Verb) کی تیسری صورت استعمال کریں۔
- 3- سوالیہ فقرہ میں was/were کو ماضی (Subject) سے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + was/ were + V (iii) + O.

S + was/ were + not + V (iii) + O.

Was/ Were + S + V (iii) + O?

مثال

| | |
|-----------------------|--------------------|
| The car was washed | کارا حوئی گئی۔ |
| The books were bought | کتابیں خریدی گئیں۔ |

| | |
|--------------------------|-------------------------|
| Work was finished | کام ختم کیا گیا۔ |
| The flowers were plucked | پھول توڑے گئے |
| He was helped | اس کی مدد کی گئی۔ |
| Mother was waited for | مائی کا انتظار کیا گیا۔ |
| He was punished | سے سزا دی گئی |
| The clothes were washed | پتھرے جوئے گئے۔ |
| He was told | اسے بتایا گیا۔ |
| Truth was spoken | الحق دیا گیا۔ |

Examples:

- Active:** She loved me
Passive: I was loved by her
Active: He ate mangoes
Passive: Mangoes were eaten by him
Active: He gave me a pen
Passive: A pen was given to me by him
Active: She gave me a ball
Passive: A ball was given to me by her
Active: She taught me
Passive: I was taught by her.
Active: She advised me.
Passive: I was advised by her
Active: Zubair rebuked me
Passive: I was rebuked by Zubair
Active: Atif liked Usman
Passive: Usman was liked by Atif
Active: She gave me a ruler
Passive: A ruler was given to me by her

| | |
|----------|--------------------------------------|
| Active: | Atif gave me a blade |
| Passive: | A blade was given to me by Atif |
| Active: | Bilal taught me English |
| Passive: | I was taught English by Bilal |
| Active: | Mother ordered me |
| Passive: | I was ordered by mother |
| Active: | Atif gave us sweets |
| Passive: | We were given sweets by Atif |
| Active: | Huma gave them bread |
| Passive: | They were given bread by Huma |
| Active: | He gave Adeen a tip |
| Passive: | Adeen was given a tip by him |
| Active: | Soha brought me a car |
| Passive: | I was brought a car by Soha |
| Active: | She gave me a bicycle |
| Passive: | I was given a bicycle by her |
| Active: | She brought me a gift |
| Passive: | I was brought a gift by her |
| Active: | He brought me a ball |
| Passive: | I was brought a ball by him |
| Active: | He gave me a gun |
| Passive: | I was given a gun by him. |
| Active: | He brought me a cup |
| Passive: | I was brought a cup by him. |
| Active: | Atif brought me a copy |
| Passive: | I was brought a copy by Atif |
| Active: | Asif gave me a pen |
| Passive: | I was given a pen by Asif |
| Active: | Adeen brought a cup of coffee |
| Passive: | A cup of coffee was brought by Adeen |
| Active: | She gave Atif a handkerchief |

- Passive:** Atif was given a handkerchief by her
Active: Nobody opened the door
Passive: The door was opened by nobody
Active: People often offered coffee for breakfast
Passive: Coffee was often offered for breakfast by people

Exercise

Change the following into Passive Voice

1. I helped the widow
2. He bought a book
3. Atif broke the chair
4. They watched the film
5. She told her lesson
6. I gave her a letter
7. I offered my prayers.
8. Adeen took exercise
9. He pulled the chain
10. Atif stole her ornaments
11. He turned on the T.V
12. They sold the r house
13. She made a phone call
14. Then informed me
15. He invited us to the party



FUTURE INDEFINITE TENSE

Active Voice

نقروں کی پہچان:

اس میں اردو نقروں کے، ختمیں گا، گی کے وغیرہ آتا ہے۔ جبکہ انگریزی کے نقروں میں

فعل (Subject) کے بعد shall/will کے بعد فعل کی پہلی فارم ہوتی ہے۔
بنانے کا طریقہ۔

فعل کے بعد shall یا will پر پھر فعل کی پہلی فارم استعمال ہوتی ہے اور We کے بعد shall اور ماقی تمام دلوں کے ساتھ will استعمال ہوتا ہے۔ لیکن آفکل تمام دلوں ساتھ will استعمال ہوتا ہے۔

Syntax:

S + will/shall + V(i) + O.

مثلی اور سوایہ فقرے بنانے کا طریقہ

S + will/shall + not + V(i) + O.

Will/Shall + S + not + V(i) + O?

فقرے میں دئے گئے will یا shall کے فوراً بعد not لگا میں تو فقرہ منسل بن جاتا ہے اور کر Will یا Shall کو فقرے کے شروع میں لگا میں تو فقرہ سوالیہ بن جاتا ہے۔ مثلی سوایہ فقرے کے لئے Will یا Shall کے بعد اصل فعل not اور نتیجہ اصل فعل استعمال کریں۔

معترضات ہم will not کی بجائے won't اور shall not کی بجائے shan't استعمال کرتے ہیں۔ مزید I shall کی جگہ I'll اور We shall کی بجائے We'll اور You will کی جگہ You'll اور He will کی جگہ He'll اور She will کی جگہ She'll اور It will کی جگہ It'll اور They will کی جگہ They'll لکھتے ہیں۔

یہ Tense ایسے کاموں کے لئے استعمال ہوتا ہے جو زمانہ مستقبل میں ہونے ہوں یا کرنے ہوں لیکن کام کا کرنا یا ہونا یقینی نہیں ہوتا۔ مثلاً

| | |
|------------------------|---------------------|
| He will go to market | وہ مارکیٹ جائے گا۔ |
| She will come here | وہ یہاں آئے گی۔ |
| We shall play together | وہ اکٹھے کھیلیں گے۔ |

مفرد ضمہ اور شک کے ظہور کے لئے بھی یہ Tense استعمال کیا جاتا ہے۔ مثلاً

| | |
|---------------------|-----------------|
| Perhaps she'll come | شاید وہ آئے گی۔ |
|---------------------|-----------------|

| | |
|-------------------------|---------------------------|
| She probably won't know | اسے شاید معلوم نہیں ہوگا۔ |
| Where will she be now? | ہاں وقت کہاں ہوگی؟ |

چند مزید مثالیں:

| | |
|---------------------------------|--------------------------------|
| He will read the newspaper | وہ اخبار پڑھے گا۔ |
| She will write a letter | وہ ایک خط لکھے گی۔ |
| She will help me | وہ میری مدد کرے گی۔ |
| We will speak truth | ہم سچ بولیں گے۔ |
| She will take medicine | وہ دوا پئے گی۔ |
| You will not buy fruits | تم پھل نہیں خریدو گے۔ |
| We shall serve the country | ہم ملک کی خدمت کریں گے۔ |
| They will not take examination | وہ امتحان نہیں دیں گے۔ |
| Farmers will plough the fields. | کسان زمینوں میں مل چھڑائیں گے۔ |
| Teacher will advise us | استاد ہمیں نصیحت کرے گا۔ |

مندرجہ ذیل مثال میں ہم دیکھیں گے کہ ایک ہی جملے سے کئی جملے کیسے بنا سکتے ہیں۔

| | |
|--------------------------|----------------------------|
| Atif will take tea | عاطف چائے پئے گا۔ |
| Atif will not take tea | عاطف چائے نہیں پئے گا۔ |
| Will Atif take tea? | کیا عاطف چائے پئے گا؟ |
| Will Atif not take tea? | کیا عاطف چائے نہیں پئے گا؟ |
| When will Atif take tea? | عاطف کب چائے پئے گا؟ |

| | |
|----------------------------------|------------------------|
| When will Atif take tea? | کب |
| Why will Atif take tea? | کیونکہ |
| Why will Atif not take tea? | کیونکہ نہیں |
| Where will Atif take tea? | کہاں |
| Where will Atif not take tea? | کہاں نہیں |
| How will Atif take tea? | کس طرح |
| How will Atif not take tea? | کس طرح نہیں |
| Which tea will Atif take? | کونسا چائے |
| Which tea will Atif not take? | کونسا چائے نہیں |
| What day will Atif take tea? | کونسا دن |
| What day will Atif not take tea? | کونسا دن نہیں |
| Who will take tea? | کونسا چائے پئے گا |
| Who will not take tea? | کونسا چائے نہیں پئے گا |
| What will Atif take? | کونسا چائے |
| What will Atif not take? | کونسا چائے نہیں |

Exercise

Change into Future Indefinite Tense.

- 1 He recites the Holy Quran daily
- 2 We work in this building
- 3 They eat apple
- 4 Atif lives in this house
- 5 The sun sets at 6 o'clock
- 6 He goes to school on foot

- 7 I read the novel.
- 8 He drinks cold drink
- 9 They like bananas
- 10 Atif takes tea
- 11 They fly kites
- 12 We travel first class.
- 13 It rains here
- 14 We play at the cards
15. She tells a lie
16. Hens lay eggs
17. We go to office by bus
18. Atif runs very fast
- 19 She gets up early
- 20 They came here on foot

Change into negative and interrogative

1. I shall go to office
2. We shall help them
- 3 They will play with their friends
4. The dog will eat meat
5. She will open the door
6. I shall have a cup of tea
7. Atif will study
8. They will speak the truth
9. The crow will fly in search of water
- 10 He will be ten next year.

Translate into English:

- 1- وہ اب محنت کرے گی۔
- 2- تم اپنے بھائی کی مدد نہیں کرو گی۔
- 3- وہ ریڈیو سنے گا۔
- 4- وہ کھانا نہیں کھائیں گے۔

6. طالب چائے پیئے گا۔
6. وہ دولت صاف کرے گا۔
7. وہ جہاز اٹکار کرے گی۔
8. ہم دفتر نہیں جاتیں گے۔
9. وہ سوال حل نہیں کرے گی۔
10. وہ کپڑے سڑی دے کرے گی۔
11. آپ آپ اور کم ملا سکتے ہیں؟
12. کیا طالب چائے پیئے گا؟
13. شاید یہ کپڑے نہیں بیچے گی۔
14. میں بس کا انتظار کر رہی ہوں۔
15. وہ ٹی وی دیکھیں گی۔
16. مہمان واپس آئیں گے۔
17. لوگ امتحان کریں گے۔
18. وہ میرا ساتھ دے گا۔
19. کیا تم بچے کو دیکھ سکتے ہو؟
20. وہ کہاں ٹھہرے گا؟

Passive Voice

بنائے کا طریقہ:

1. فعل کے بعد shal/will کے بعد be اور پھر فعل کی تہہ کی صورت لکھیں۔
Future Indefinite Passive Voice بنائے گا۔
2. فعل کے بعد shal/will کے بعد not لکھیں اور اس کے بعد be لکھیں اور پھر فعل کی تہہ کی صورت لکھیں۔
(Verb) بنائے گا۔
3. سوالات میں shal/will کے بعد کہہ دے (Subject) بنائے گا۔
سوالیہ نشان لگائیں۔

Syntax:

S + shal/will + be + V (III) + O.

S + shall/will + not + be + V (iii) + O

Shall/Will + S + be + V (iii) + O?

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| | |
|-------------------------------|--------------------------|
| The newspaper will be read | احبار پڑھا دیئے گا۔ |
| A letter will be written | ایک خط لکھا جائے گا۔ |
| I will be helped | میری مدد کی جائے گی۔ |
| Truth will be spoken | حقیقت بیان کی جائے گی۔ |
| Medicine will be taken | دوا پی لی جائے گی۔ |
| Fruits will not be bought | پھل نہیں خریدے جائیں گے۔ |
| The country will be served | ملک کی خدمت کی جائے گی۔ |
| Examination will not be taken | امتحان نہیں دیا جائیگا۔ |

Examples:

| | |
|----------|-----------------------------------|
| Active. | She will love me |
| Passive: | I shall be loved by her |
| Active: | He will eat mangoes |
| Passive: | Mangoes will be eaten by him |
| Active: | He will give me a pen |
| Passive. | A pen will be given to me by him |
| Active: | She will give me a ball |
| Passive: | A ball will be given to me by her |
| Active: | She will teach me |
| Passive. | I shall be taught by her |
| Active: | She will advise me |
| Passive: | I shall be advised by her |
| Active: | Zubair will rebuke me |

| | |
|----------|-------------------------------------|
| Passive: | I shall be rebuked by Zubair |
| Active: | Atif will like Usman |
| Passive: | Usman will be liked by Atif |
| Active: | She will give me a ruler. |
| Passive: | A ruler will be given to me by her |
| Active: | Atif will give me a blade |
| Passive: | A blade will be given to me by Atif |
| Active: | Bilal will teach me English |
| Passive: | I shall be taught English by Bilal |
| Active: | Mother will order me |
| Passive: | I shall be ordered by mother |
| Active: | Atif will give us sweets |
| Passive: | We shall be given sweets by Atif |
| Active: | Huma will give them bread |
| Passive: | They will be given bread by Huma |
| Active: | He will give Adeem a tip |
| Passive: | Adeem will be given a tip by him |
| Active: | Sohail will bring me a car |
| Passive: | I shall be brought a car by Sohail |
| Active: | She will give me a bicycle |
| Passive: | I shall be given a bicycle by her |
| Active: | She will bring me a gift |
| Passive: | I shall be brought a gift by her |
| Active: | He will bring me a ball |
| Passive: | I shall be brought a ball by him |
| Active: | He will give me a gun |
| Passive: | I shall be given a gun by him |
| Active: | He will bring me a cup |
| Passive: | I will be brought a cup by him |
| Active: | Atif will bring me a copy |
| Passive: | I will be brought a copy by Atif |

| | |
|----------|---|
| Active: | Asif will give me a pen |
| Passive: | I shall be given a pen by Asif |
| Active: | Atif will bring a cup of coffee |
| Passive: | A cup of coffee will be brought by Atif |

Exercise

Change into Passive Voice

- 1 They will hire a tax
- 2 We shall learn our lesson
- 3 She will get a prize.
- 4 They will invite you
- 5 Adeen will post this card in the morning
- 6 My mother will say prayers
- 7 She will play a double game
- 8 She will see me at 6 o'clock
- 9 We shall forgive you
- 10 He will switch on the light
- 11 People will raise slogans
- 12 He will wash the car.
- 13 She will make tea
- 14 They will take food
- 15 Alam will write a letter



PRESENT CONTINUOUS TENSE

Active Voice

قندروں کی پہچان:

رد قندروں کے آخر میں رہا ہے رہے ہیں رہا ہوں رہتی ہے رہتی ہوں۔ جگہ م

سے قندروں میں فاعل (subject) کے بعد s. are/am رہا ہے رہتی ہے رہتی ہوں (verb) کی ng رہا

استعمال ہوں ہے۔

ہم نے کا طریقہ

فاعل (subject) کے مطابق is/are/am کے مد فعل verb کی پہلی صورت

ساتھ ing کا اضافہ کیا جاتا ہے

اگر کسی فعل (verb) کے آخر میں آئے تو e کو ہٹ کر ng کا یں

Syntax

S + is/are/am + V(ing) + O.

منفی اور سو یہ قندروں کے ہٹانے کا طریقہ

S + is/are/am + not + V(ing) + O.

Is/Are/Am + S + V(ing) + O?

اگر قندروں میں is/are/am کے اور اس کے بعد not کا یں تو قندروں کی کامیابی ہے

اگر is/are/am کو قندروں کے شروع میں لکھا یں تو قندروں سوالیہ میں جاتا ہے

منفی سوالیہ قندروں کے لئے is/are/am کے بعد not اور پھر فعل

استعمال کریں۔

بعض اوقات is not کی بجائے isn't اور are not کی بجائے aren't

not کی بجائے ain't لکھتے ہیں۔

| | |
|----------------------------------|-------------------------|
| He is doing his work | وہ اپنا کام کر رہا ہے |
| He is washing the dishes | وہ برتن دھو رہا ہے |
| She is inviting me | وہ مجھے دعوت دے رہی ہے۔ |
| I am learning the lesson. | میں سبق یاد کر رہی ہوں۔ |
| She is telling a lie | وہ جھوٹ بولی رہی ہے |
| They are taking the examination. | وہ امتحان دے رہے ہیں۔ |

| | |
|-----------------------------|-------------------------|
| Atif is cleaning the teeth. | ایف دانت صاف کر رہا ہے۔ |
| We are eating apples | ہم سیب کھا رہے ہیں |
| Are we taking tea? | کیا ہم چائے پ رہے ہیں؟ |

سورہ ۱ میں مثال میں ہم دیکھیں گے کہ ایک سی جے سے کی جملے کیسے بنا سکتے ہیں۔

| | |
|--|----------------------------------|
| The students are going to school | طلباء سکول جا رہے ہیں |
| The students are not going to school. | طلباء سکول نہیں جا رہے ہیں۔ |
| Are the students going to school? | کہ طلباء سکول جا رہے ہیں؟ |
| Are the students not going to school? | کیا طلباء سکول نہیں جا رہے ہیں؟ |
| When are the students going to school? | طلباء کب سکول جا رہے ہیں؟ |
| When are the students not going to school? | طلباء کب سکول نہیں جا رہے ہیں؟ |
| Why are the students going to school? | طلباء کیوں سکول جا رہے ہیں؟ |
| Why are the students not going to school? | طلباء سکول کیوں نہیں جا رہے ہیں؟ |
| Where are the students going? | طلباء کہاں جا رہے ہیں؟ |

| | |
|--|------------------------------------|
| Where are the students not going? | طلباء کہاں سکول جا رہے ہیں؟ |
| Which school are the students going? | طلباء کون سے سکول جا رہے ہیں؟ |
| Which school are the students not going? | طلباء کون سے سکول نہیں جا رہے ہیں؟ |
| What day are the students going to school? | طلباء کس دن سکول جا رہے ہیں؟ |
| What day are the students not going to school? | طلباء کس دن سکول نہیں جا رہے ہیں؟ |
| Who are going to school? | کون سکول جا رہے ہیں؟ |
| Who are not going to school? | کون سکول نہیں جا رہے ہیں؟ |

Exercise

Change into Present Continuous Tense.

1. He recites Holy Quran daily
2. We work in this building
3. They eat apple.
4. Atif lives in this house
5. The sun sets at 6 o'clock
6. He goes to school on foot.
7. I read the novel.
8. He drinks cold drink.
9. They like bananas
10. Atif takes tea
11. They fly kites.

12. We travel first class.
13. It rains here.
14. We play at the cards.
15. She tells a lie.
16. Hens lay eggs.
17. We go to office by bus.
18. Atif runs very fast.
19. She helps every one.
20. They go to market.

Change into negative and interrogative

1. The cat is eating meat.
2. My brothers are going to Islamabad.
3. Raza is ringing the bell.
4. We are taking tea.
5. Birds are flying in the air.
6. They are watching TV.
7. They are doing their duty.
8. He is writing for her.
9. Dogs are barking in the street.
10. Atif is taking a bath.

Translate into English:

- 1- آٹھ گھنٹہ تیار کر رہی ہے۔
- 2- ہم سڑ پارہے ہیں۔
- 3- وہ بول کی نہیں کہیں رہے۔
- 4- وہ اپنے دورے پر ہے۔
- 5- وہ کھانا کھا رہے ہیں۔
- 6- محافظ سکول نہیں چاہ رہے۔
- 7- کیا دو وقت ضائع کر رہا ہے؟
- 8- کیا عطف سوالیہ نکال رہا ہے؟

- 9- کیا سناؤ صاحب حاضری لگا رہے ہیں؟
- 10- تم تم کھا رہے ہو۔
- 11- بچے شور مچا رہے ہیں۔
- 12- بادل جوڑی ہے۔
- 13- لڑکے سیر کی تیاری کر رہے ہیں۔
- 14- کیا وہ کتاب تلاش کر رہا ہے؟
- 15- وہ اپنی مجلس کو دھنکوا رہی ہے۔
- 16- وہ ٹیڈی بلی کر رہا ہے۔
- 17- لڑکے اصرار پختہ کر رہے ہیں۔
- 18- یہاں کسے جا رہی ہے؟
- 19- وہ کس شگرت کر رہی ہے؟
- 20- کیا بچے کھیل رہے ہیں؟

Passive Voice

بنانے کا طریقہ:

- 1- فاعل (subject) کے مدفع (verb) کی تیسری فارم سے پہلے میغرف کے مطابق is/are/am کے ساتھ استعمال ہوتا ہے۔
- 2- نئی کے نفردوں میں is, are, am کے بعد not لگائیں گے مدفع (verb) کی تیسری فارم استعمال کریں۔
- 3- سو یہ نفردوں میں are, am, is کو فاعل (Subject) سے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + is/ are/ am + being + V (III) + O.

S + is/ are/ am + not + being + V (III) + O.

Is/ Are/ Am + S + being + V (III) + O?

شو

| | |
|------------------------------|-----------------------------|
| His work is being done | نی کام کر کے مارا ہے۔ |
| The clothes are being washed | کپڑے دھوئے جا رہے ہیں |
| You are being invited | تم کو دعوت دی جا رہی ہے۔ |
| The lesson is being learnt | سبق پڑھا جا رہا ہے۔ |
| The lie is being told | جھوٹ بولا جا رہا ہے |
| The teeth are being cleaned | تیرے دانت دھوئے جا رہے ہیں۔ |
| Is tea being taken? | "پاپا نے پی کر لی ہے؟" |

Examples

| | |
|----------|------------------------------------|
| Active: | She is loving me |
| Passive: | I am being loved by her |
| Active: | He is eating mangoes |
| Passive: | Mangoes are being eaten by him |
| Active: | He is giving me a pen. |
| Passive: | A pen is being given to me by him |
| Active: | She is giving me a ball |
| Passive: | A ball is being given to me by her |
| Active: | She is teaching me. |
| Passive: | I am being taught by her |
| Active: | She is advising me |
| Passive: | I am being advised by her |
| Active: | Zubair is rebuking me |
| Passive: | I am being rebuked by Zubair |
| Active: | Atif is liking Usman |
| Passive: | Usman is being liked by Atif |
| Active: | She is giving me a ruler |

| | |
|----------|--|
| Passive: | A ruler is being given to me by her |
| Active: | Atif is giving me a blade |
| Passive: | A blade is being given to me by Atif |
| Active: | Bilal is teaching me English |
| Passive: | I am being taught English by Bilal |
| Active: | Mother is ordering me |
| Passive: | I am being ordered by mother |
| Active: | Atif is giving us sweets |
| Passive: | We are being given sweets by Atif |
| Active: | Huma is giving them bread |
| Passive: | They are being given bread by Huma |
| Active: | He is giving Adeem a tip |
| Passive: | Adeem is being given a tip by him |
| Active: | Sohail is bringing me a car |
| Passive: | I am being brought a car by Sohail |
| Active: | She is giving me a bicycle |
| Passive: | I am being given a bicycle by her |
| Active: | She is bringing me a gift. |
| Passive: | I am being brought a gift by her |
| Active: | He is bringing me a ball. |
| Passive: | I am being brought a ball by him. |
| Active: | He is giving me a gun. |
| Passive: | I am being given a gun by him |
| Active: | He is bringing me a cup |
| Passive: | I am being brought a cup by him. |
| Active: | Atif is bringing me a copy |
| Passive: | I am being brought a copy by Atif |
| Active: | Asif is giving me a pen |
| Passive: | I am being given a pen by Asif |
| Active: | Atif is bringing a cup of coffee. |
| Passive: | A cup of coffee is being brought by Atif |

Active She is giving Ali a handkerchief
 Passive Ali is being given a handkerchief by her

Exercise

Change into Passive Voice:

- 1 She is cooking food
- 2 We are doing our work
- 3 He is reading her book
- 4 They are speaking the truth
- 5 They are having tea
- 6 Huma is washing her clothes.
- 7 She is ironing her dress.
- 8 He is learning this lesson by heart
- 9 I am drinking milk
- 10 They are riding a bike.
- 11 I am learning a poem
- 12 She is writing a letter
- 13 You are watching TV
- 14 We are making a plan.
- 15 They are playing hockey.



PAST CONTINUOUS TENSE:

Active Voice

فروں کی پہچان:

ان فروع کے آخر میں رہا ہے تہ ری جی، غیر تہ ہے۔ جہاں گروہی کے فروع

نمودن subject کے ہوا was/were کے فعل (verb) کی فروع استعمال ہوتی

بنانے کا طریقہ

S + was/were + V(i)ing + O.

نمودن subject کے ہوا was/were کے فعل (verb) کی فروع کا نام کے

ہو رہا تھا

نمودن (verb) کے ہوا ہے تہ کو ہوا کر V(i)ing کے

نمودن اور سوالیہ فروع بنانے کا طریقہ

Syntax:

S + was/were + not + V(i)ing + O.

Was/Were + S + V(i)ing + O?

نمودن میں was/were کے ہوا ہے not کے ہوا یہ تو فروعی کا ہوا ہے۔

was/were کے ہوا میں کا ہوا تو وہ یہ ہوا ہے۔

| | |
|----------------------------------|------------------------|
| He was doing his work | وہ کام کر رہا تھا۔ |
| He was washing the dishes | وہ کھانا دھو رہا تھا۔ |
| She was nailing me | وہ مجھے مارتا رہی تھی۔ |
| I was learning the lesson | میں سیکھ رہا تھا۔ |
| She was telling a lie | وہ سچتوں میں رہی تھی |
| They were taking the examination | وہ امتحان لے رہے تھے۔ |
| Ali was clearing the teeth | علی اس صاف کر رہا تھا۔ |
| We were eating apples | ہم سیب کھا رہے تھے۔ |
| Were we taking tea? | کیا ہم چائے پیتے تھے؟ |

| | |
|---------------------------------|----------------------------------|
| He was flying a kite | بچہ کتہ پھیر رہا تھا۔ |
| We were not doing work | ہم کام نہیں کر رہے تھے۔ |
| Amad was offering the player | امجد کھیل پیش کر رہا تھا۔ |
| We were reciting the Holy Quran | ہم قرآن پاک کی تلاوت کر رہے تھے۔ |
| They were taking exercise | وہ ورزش کر رہے تھے۔ |
| Huma was speaking truth. | ہما سچ بات کہہ رہی تھی۔ |
| Saqib was taking a bath | سقیب نہایت کر رہا تھا۔ |

مندہ ذیل مثال میں ہم بصر کے کرایہ میں سے کی جگہ سے بنا سکتے ہیں۔

| | |
|------------------------------------|----------------------------------|
| Atif was taking exercise | ایف ورزش کر رہا تھا۔ |
| Atif was not taking exercise | ایف ورزش نہیں کر رہا تھا۔ |
| Was Atif taking exercise? | ایف ورزش کر رہا تھا؟ |
| Was Atif not taking exercise? | کیونکہ ایف ورزش نہیں کر رہا تھا؟ |
| When was Atif taking exercise? | ایف کب ورزش کر رہا تھا؟ |
| When was Atif not taking exercise? | ایف کب ورزش نہیں کر رہا تھا؟ |
| Why was Atif taking exercise? | ایف کیوں ورزش کر رہا تھا؟ |
| Why was Atif not taking exercise? | ایف کیوں نہیں ورزش کر رہا تھا؟ |

| | |
|---|----------------------------------|
| Where was Atif taking exercise? | ایف کہاں ورزش کر رہا تھا؟ |
| Where was Atif not taking exercise? | ایف کہاں نہیں ورزش کر رہا تھا؟ |
| How was Atif taking exercise? | ایف کیسے ورزش کر رہا تھا؟ |
| How was Atif not taking exercise? | ایف کیسے نہیں ورزش کر رہا تھا؟ |
| What exercise was Atif taking? | ایف کیا ورزش کر رہا تھا؟ |
| What exercise was Atif not taking? | ایف کونسی ورزش نہیں کر رہا تھا؟ |
| What time was Atif taking exercise? | ایف کس وقت ورزش کر رہا تھا؟ |
| What time was Atif not taking exercise? | ایف کس وقت نہیں ورزش کر رہا تھا؟ |
| Who was taking exercise? | کون ایف ورزش کر رہا تھا؟ |
| Who was not taking exercise? | کون ایف نہیں ورزش کر رہا تھا؟ |
| What was Atif doing? | ایف کیا کر رہا تھا؟ |
| What was Atif not doing? | ایف کیا نہیں کر رہا تھا؟ |

Exercise

Change into Past Continuous Tense

1 He recites the Holy Quran daily

2. We work in this building.
3. They eat apple.
4. Atif lives in this house.
5. The sun sets at 6 o'clock.
6. He goes to school on foot.
7. I read the novel.
8. He drinks cold drink.
9. They like bananas.
10. Atif takes tea.
11. They fly kites.
12. We travel first class.
13. It rains here.
14. We play at the cards.
15. She tells a lie.
16. Hens lay eggs.
17. We go to office by bus.
18. Atif runs very fast.
19. She helps everyone.
20. They go to market.

Change into negative and Interrogative

1. Crows were flying in the air.
2. We were kidding.
3. He was praying for my safe return.
4. Atif was ringing the bell.
5. Sohail was crying loudly.
6. He was posting the letter.
7. Dog was barking in the street.
8. They were going to mosque.
9. You were running after the pick-pocket.
10. Her baby was crying.

Translate into English.

1. ستارے آسمان پر چمک رہے تھے۔
2. لڑکیاں شوگر دے رہی تھیں۔
3. ہاسکول کا کام کر رہی تھی۔
4. دو میری بات نہیں کر رہی تھی۔
5. سورج نکل رہا تھا۔
6. پارٹی کیوں نہیں ہو رہی تھی؟
7. کیا پتہ ہے وہ رہا ہے؟
8. دوپٹہ کیوں نہیں ڈال رہا؟
9. وہ کبھی وہاں نہ آتا۔
10. میں کبھی نہیں رہا۔
11. اسی کس کے لیے مہمانیاں تھیں؟
12. کتنا بھانک رہا۔
13. مخلص کی کتاب کیوں خرید رہا تھا؟
14. دوپاؤں پی رہا تھا۔
15. کس کا ہے یہ رہی تھی؟
16. وہ کیا نہ کر رہا تھا؟
17. ہم باتیں کیوں کر رہے تھے؟
18. ابو تیار ہو رہے تھے۔
19. وہ اس کے ساتھ نہیں جا رہا تھا۔
20. کیا وہ رکت نہیں رہا تھا۔

Passive Voice

جاننے کا طریقہ:

1. قائل 'subject' کے بعد فعل (Verb) کی تیسری فارم سے پہلے مینوں کے مطابق was/were کے ساتھ being استعمال ہوتا ہے۔

نئی کے خروں میں was/were کے بعد not کا نہیں لگنے کے معنی (verb) کی
 تہہ و بالا سے متعلق کریں
 سو یہ خروں میں was/were کو فاعل (Subject) سے پہلے لگائیں اور آخر میں
 فعل لگائیں۔

Syntax-

S + was/were + being + V (iii) + O

S + was/were + not + being + V (iii) + O.

Was/Were + S + being + V (iii) + O?

| | |
|----------------------------------|-----------------------------------|
| Kites were being flown | پتلیں اڑائی جا رہی تھیں |
| Was work not being done? | یہ کام نہیں کیا جا رہا تھا؟ |
| The Holy Quran was being recited | ترجمہ پاک کی تلاوت کی جا رہی تھی۔ |
| Cricket match was being played | کرکٹ میچ کھیلا جا رہا تھا |
| Atif was being punished | ایف کو سزا دی جا رہی تھی۔ |
| The exercise was being taken | ورزش کی جا رہی تھی۔ |
| Truth was being spoken | حقیقت کی جا رہی تھی۔ |
| Tea was being taken | چائے پی جا رہی تھی۔ |

Examples:

Active: She was loving me

Passive: I was being loved by her

Active: He was eating mangoes

Passive: Mangoes were being eaten by him

Active: He was giving me a pen.

Passive: A pen was being given to me by him

Active: She was giving me a ball

Passive: A ball was being given to me by her

Active: She was teaching me

Passive: I was being taught by her

Active: She was advising me

Passive: I was being advised by her

Active: Zubair was rebuking me

Passive: I was being rebuked by Zubair

Active: Atif was liking Usman

Passive: Usman was being liked by Atif

Active: She was giving me a ruler.

Passive: A ruler was being given to me by her

Active: Atif was giving me a blade

Passive: A blade was being given to me by Atif

Active: Bina was teaching me English

Passive: I was being taught English by Bina.

Active: Mother was ordering me.

Passive: I was being ordered by mother

Active: Atif was giving us sweets

Passive: We were being given sweets by Atif

Active: Huma was giving them bread

Passive: They were being given bread by Huma

| | |
|----------|--|
| Active: | He was giving Adeem a tip. |
| Passive: | Adeem were being given a tip by him. |
| Active: | Sohaï was bringing me a car |
| Passive: | I was being brought a car by Soha |
| Active: | She was giving me a bicycle |
| Passive: | I was being given a bicycle by her |
| Active: | She was bringing me a gift. |
| Passive: | I was being brought a gift by her |
| Active: | He was bringing me a ball |
| Passive: | I was being brought a ball by him |
| Active: | He was giving me a gun. |
| Passive: | I was being given a gun by him |
| Active: | He was bringing me a cup |
| Passive: | I was being brought a cup by him. |
| Active: | Atif was bringing me a copy |
| Passive: | I was being brought a copy by Atif |
| Active: | Asif was giving me a pen |
| Passive: | I was being given a pen by Asif |
| Active: | Atif was bringing a cup of coffee |
| Passive: | A cup of coffee was being brought by Atif |
| Active: | She was giving Atif a handkerchief |
| Passive: | Atif was being given a handkerchief by her |

Exercise

Change into Passive Voice:

1. They were playing hockey.
2. I was eating food
3. cattle were grazing the grass.

4. Students were playing cricket
5. The boys were making mischief
6. Zubair was drawing a map
7. Atif was speaking truth
8. He was making a noise
9. Father was cooking food
10. She was washing clothes
11. We were reading the lesson
12. You were singing a song
13. He was driving the car
14. She was doing dishes
5. I am was making a plan

FUTURE CONTINUOUS TENSE:

Active Voice

فردوں کی پیش گوئی
 دو افراد کے آخر میں رہا ہو گا رہے گا
 فردوں میں will be, shall be کے بعد ing ملے گی
 بنانے کا طریقہ

موضوع (subject) کے بعد shall be/will be کے بعد فعل کی پہلی صورت ملے گی
 ing کا اضافہ کریں۔ اگر فعل کے آخر میں e ہو گا تو e کو نکال دیں گا
 shall be اور will be کے ساتھ مل جائے گا۔

Syntax:

S + shall/will + be + V(I) + ing + O.

مثلی اور سوالیہ فقرے بنانے کا طریقہ:

S + shall/will + not + be + V(I) + ing + O.

Shall/Will + S + be + V(I) + ing + O?

Shall/Will + S + not + be + V(I) + ing + O?

تقریباً کسی نے نہ لکھا ہے نہ not لکھا ہے نہ ہی لکھا ہے
میں نے نہ لکھا ہے نہ لکھا ہے نہ لکھا ہے نہ لکھا ہے
کے تقریباً لکھا ہے نہ لکھا ہے نہ لکھا ہے نہ لکھا ہے
نہ لکھا ہے نہ لکھا ہے نہ لکھا ہے نہ لکھا ہے

| | |
|--|-----------------------------|
| The boy will be learning the poem | بچہ شعر پڑھ رہا ہوگا۔ |
| The washerman will be ironing the clothes. | مرد پتہ سے سرکے ہوگا۔ |
| Mother will be teaching the child | مادر بچہ پر پڑھ رہی ہوگی۔ |
| Haris will be peeling the apples | حریس سیب پھیل رہی ہوگی۔ |
| They will not be waiting for me | وہ مجھے نہ بیٹھ کر رہیں گے۔ |
| What will you be doing today? | آج آپ کیا کر رہے ہیں؟ |
| The fisherman will be catching the fish | مرد کچھیاں پکڑ رہا ہوگا۔ |
| He will be cleaning the room | وہ کمرہ صاف کر رہا ہوگا۔ |
| We shall be taking meal | ہم کھانا کھا رہے ہوں گے۔ |

مندرجہ ذیل مثال میں ہر لکھنے کے دایہ میں پڑھنے کے لیے یہ بات ہے۔

| | |
|--|-----------------------------------|
| Huma will be reading a book | ہوما کتاب پڑھ رہی ہوگی۔ |
| Will Huma be reading a book? | ہوما کتاب پڑھ رہی ہوگی؟ |
| Huma will not be reading a book | ہوما کتاب نہیں پڑھ رہی ہوگی۔ |
| Will Huma not be reading a book? | ہوما کتاب نہیں پڑھ رہی ہوگی؟ |
| When will Huma be reading a book? | کب ہوما کتاب پڑھ رہی ہوگی؟ |
| When will Huma not be reading a book? | کب ہوما کتاب نہیں پڑھ رہی ہوگی؟ |
| Why will Huma be reading a book? | کیوں ہوما کتاب پڑھ رہی ہوگی؟ |
| Why will Huma not be reading a book? | کیوں ہوما کتاب نہیں پڑھ رہی ہوگی؟ |
| Where will Huma be reading a book? | کہاں ہوما کتاب پڑھ رہی ہوگی؟ |
| Where will Huma not be reading a book? | کہاں ہوما کتاب نہیں پڑھ رہی ہوگی؟ |
| How will Huma be reading a book? | کیسے ہوما کتاب پڑھ رہی ہوگی؟ |
| How will Huma not be reading a book? | کیسے ہوما کتاب نہیں پڑھ رہی ہوگی؟ |

| | |
|---|--------------------------------|
| Which book will Huma not be reading? | کون کتاب نہیں پڑھ رہی ہوگی؟ |
| Which day will Huma be reading a book? | کون دن کتاب پڑھ رہی ہوگی؟ |
| What day will Huma not be reading a book? | کون دن کتاب نہیں پڑھ رہی ہوگی؟ |
| Who will be reading a book? | کون کتاب پڑھ رہی ہوگی؟ |
| Who will not be reading a book? | کون کتاب نہیں پڑھ رہی ہوگی؟ |
| What will Huma be reading? | کون کتاب پڑھ رہی ہوگی؟ |
| What will Huma not be reading? | کون کتاب نہیں پڑھ رہی ہوگی؟ |

Exercise

- Put the verbs in brackets into the future progressive tense.
 - I (use) the pen this afternoon.
 - I (see) him again.
 - He (wait) for me.
 - We (study).
 - He (put) the children to bed.
 - We probably (pick) fruit.
 - I (wear) uniform.
 - She (walk) again in six weeks.
 - In future they (live) on pills.
 - She (look for) his pen.
 - He (go) to school.

12. They (take) tea

Change into negative and interrogative:

- I shall be seeing a picture
- He will be teaching us English
- We shall be wearing new clothes
- He will be driving the car himself
- We shall be eating food
- They will be decorating the room
- They will be waiting for us
- We shall be preparing to go
- Girls will be playing with the dolls
- He will be studying

Translate into English:

- 1- میں کام کر رہا ہوں گا۔
- 2- وہ خدا لکھ رہا ہوگا۔
- 3- تم سبق پڑھا رہے ہو گے۔
- 4- بی بی چوہے کے بچے ہمیں روز رہی ہوگی
- 5- کیا کتا بھونک رہا ہوگا؟
- 6- کیا بچے شور نہیں مچا رہے ہوں گے؟
- 7- وہ باتیں کر رہے ہوں گے۔
- 8- عائشہ رنج بول رہی ہوگی۔
- 9- اسی کھانا بنا رہی ہوں گی۔
- 10- وہ سکول جانے کی تیاری کر رہا ہوگا۔
- 11- چچا اسی کھٹی بیجارہا ہوگا۔
- 12- وہ تیرنگہیں دوڑ رہا ہوگا۔
- 13- بارش نہیں ہو رہی ہوگی۔
- 14- کیا وہ پیدل سکول نہیں جا رہا ہوگا؟

- 15- وہ کیا کر رہا ہوگا؟
 16- بچے نہیں رہے ہوں گے۔
 17- نرکیاں بیت گا رہی ہوں گی۔
 18- وہ کرکٹ کھیل رہا ہوگا۔
 19- وہ کیڑا شور کر رہا ہوگا؟
 20- نوٹ کیا کر رہے ہوں گے؟

Passive Voice

بنانے کا طریقہ

- 1- فعل کے بعد shall/will کے بعد be being کی تیسری فارم ہوتی ہے۔
 Passive Voice Future Indefinite بنے گا۔
 2- میں نے فقرہ میں shall/will کے بعد not لگا کر میں اس کے be being کے بعد فعل (Verb) کی تیسری فارم استعمال کریں۔
 3- سوالیہ فقرہ میں shall/will کو ماضی (Subject) کے پہلے لگائیں اور آخر میں سوالیہ نشان لگائیں۔

Syntax:

S + shall/will + be being + V (iii) + O.

S + shall/will + not + be being + V (iii) + O.

Shall/Will + S + be being + V (iii) + O?

مثلاً

| | |
|-----------------------------------|-----------------------------|
| Poem will be being learnt. | غزل پڑھائی جا رہی ہوگی۔ |
| The clothes will be being ironed. | کپڑے اتھوڑیے جا رہے ہوں گے۔ |
| The child will be being taught. | بچہ پڑھایا جا رہا ہوگا۔ |

| | |
|------------------------------------|----------------------------------|
| Apples will be being peeled. | سیب پھیلے جا رہے ہوں گے |
| I shall not be being waited for | میرے انتظار نہیں کیا جا رہا ہوگا |
| What will be being done today? | آج کیا کیا جا رہا ہوگا؟ |
| The fish will be being caught | پھینک چکر جا رہی ہوں گی |
| The room will be being cleaned | کمرہ صاف کیا جا رہا ہوگا۔ |
| The meat will be being taken. | کھانا کھایا جا رہا ہوگا |
| The country will be being defended | ملک کی حفاظت کی جا رہی ہوگی۔ |

Example:

| | |
|----------|---|
| Active | She will be loving me |
| Passive: | I shall be being loved by her. |
| Active: | He will be eating mangoes. |
| Passive: | Mangoes will be being eaten by him. |
| Active: | He will be giving me a pen |
| Passive: | A pen will be being given to me by him |
| Active: | She will be giving me a ball. |
| Passive: | A ball will be being given to me by her |
| Active: | She will be teaching me. |
| Passive: | I shall be being taught by her. |
| Active: | She will be advising me. |
| Passive: | I shall be being advised by her. |
| Active: | Zubair will be rebuking me. |

- Passive: I shall be being rebuked by Zubair
 Active: Atif will be liking Usman
 Passive: Usman will be being liked by Atif
 Active: She will be giving me a ruler
 Passive: A ruler will be being given to me by her
 Active: Atif will be giving me a blade
 Passive: A blade will be being given to me by Atif
 Active: Bilal will be teaching me English
 Passive: I shall be being taught English by Bilal
 Active: Mother will be ordering me
 Passive: I shall be being ordered by mother
 Active: Atif will be giving us sweets
 Passive: We shall be being given sweets by Atif
 Active: Huma will be giving them bread
 Passive: They will be being given bread by Huma
 Active: He will be giving Adeem a tip
 Passive: Adeem will be being given a tip by him
 Active: Sohan will be bringing me a car
 Passive: I shall be being brought a car by Sohan
 Active: She will be giving me a bicycle
 Passive: I shall be being given a bicycle by her
 Active: She will be bringing me a gift
 Passive: I shall be being brought a gift by her
 Active: He will be bringing me a ball
 Passive: I shall be being brought a ball by him
 Active: He will be giving me a gun
 Passive: I shall be being given a gun by him
 Active: He will be bringing me a cup
 Passive: I shall be being brought a cup by him
 Active: Atif will be bringing me a copy

- Passive: I will be being brought a copy by Atif
 Active: Asif will be giving me a pen
 Passive: I shall be being given a pen by Asif
 Active: Atif will be bringing a cup of coffee
 Passive: A cup of coffee will be being brought by Atif
 Active: She will be giving Atif a handkerchief
 Passive: Atif will be being given a handkerchief by her

Exercise

Change Into Passive Voice

1. She will be flying a kite
2. We shall be singing a song
3. They will be giving his father
4. He will be waiting for me
5. The snake will be biting the rabbit
6. Students will be doing homework
7. Atif will be eating a mango
8. We shall be reading a story
9. They will be playing hockey
10. Asif will be driving a car

PRESENT PERFECT TENSE:

Active Voice

افقروں کی پچھتا

- افقروں کے آخر میں چکا ہے، پچھے ہیں، رہا ہے، لیے ہیں، وغیرہ آتا ہے جبکہ انگریزی کے افقروں میں has/have کے بعد فعل (verb) کی تیسری فارم آتی ہے۔
 بنانے کا طریقہ:

فاعل (subject) کے بعد has/have کے بعد فعل کی تیسری فارم آتے ہیں۔
 We/They/You کے ساتھ have اور He/She/It کے ساتھ has آتے ہیں۔

Syntax.

S + has/have + V(III) + O.

منفی اور سوالیہ تقریرے بنانے کا طریقہ:

S + has/have + not + V(III) + O.

Has/Have + S + V(III) + O?

مثلاً: میں نے کیا کیا؟ - has/have کے ساتھ not کاٹنے سے تقریر منفی بن جاتی ہے۔

مثلاً: Has/Have کیا کیا؟ - اس میں has/have کے ساتھ not کاٹ دیا جائے گا۔

| | |
|-----------------------------------|------------------------------------|
| He has finished his work. | اس نے کام ختم کر لیا ہے۔ |
| The teacher has taught us | معلمہ نے ہمیں پڑھا دیا۔ |
| Mother has prepared the breakfast | مادر نے ناشتہ تیار کر دیا۔ |
| He has bought the book. | وہ نے کتاب خرید لی۔ |
| He has taken tea | وہ نے چائے پی چکا ہے۔ |
| The peon has rung the bell. | چوہا کی گھنٹی بج چکا ہے۔ |
| He has told you, | وہ تمہیں بتا چکا ہے۔ |
| Alf has informed mother | علف نے والدین کو خبردار کر دیا ہے۔ |
| She has sung the song | وہ گانا گات چکی ہے۔ |
| I have rebuked Kashif | میں کاشف کو زامت چکا ہوں۔ |

اگر کوئی کام ماضی میں شروع ہو جو اب اس وقت ختم ہو چکا ہو تو اس کے لئے

یہ Tense استعمال کرتے ہیں۔ مثلاً

| | |
|------------------------------|---|
| I haven't seen Alf for ages. | بڑے عرصہ عطف سے میری ملاقات نہیں ہوئی ہے۔ |
|------------------------------|---|

This table hasn't been

cleaned for several months

کی۔ یہ سہ ماہ سے نہیں کیا گیا ہے

اکثر سوال و جواب میں بھی یہ Tense استعمال کرتے ہیں۔ مثلاً

| | |
|-------------------------------|----------------------------|
| How long have she been here? | دو کب سے یہاں پر ہیں؟ |
| I have been here for 20 years | میں ۲۰ سال سے یہاں ہوں۔ |
| Have you ever been to museum? | کیا آپ کبھی موزیم گئے ہیں؟ |

غلطیوں میں اکثر یہ Tense استعمال ہوتا ہے۔ مثلاً

| | |
|---|---|
| I have received Alf's letter | مجھے عطف کا خط ملا ہے۔ |
| I haven't written him a letter for a long time. | میں نے کان / مجھے سے آٹے کو نہیں لکھا ہے۔ |

خبردارت اور نشریات میں اکثر یہی Tense استعمال ہوتا ہے۔ مثلاً

| | |
|----------------------------|-------------------------------|
| Prime Minister has decided | وزیر اعظم نے فیصلہ کر لیا ہے۔ |
|----------------------------|-------------------------------|

منوعہ خبریں مثلاً میں تم سے نہیں مل سکتا کی طرح کی خبریں بھی یہی Tense استعمال کرتے ہیں۔

| | |
|------------------------------|-----------------------------|
| Nadia has sung the song | نادیہ گیت گائی ہے |
| Nadia has not sung the song. | نادیہ گیت نہیں گائی ہے۔ |
| Has Nadia sung the song? | کیا نادیہ گیت گائی ہے؟ |
| Has Nadia not sung the song? | کیا نادیہ گیت نہیں گائی ہے؟ |

| | |
|--|-----------------------------------|
| When has Nadia sung the song? | کیا نادیہ نے گیت گایا ہے؟ |
| When has Nadia not sung the song? | کیا نادیہ نے گیت نہیں گایا ہے؟ |
| Why has Nadia sung the song? | کیا نادیہ نے گیت گایا ہے؟ |
| Why has Nadia not sung the song? | کیا نادیہ نے گیت نہیں گایا ہے؟ |
| Where has Nadia sung the song? | کہاں نادیہ نے گیت گایا ہے؟ |
| Where has Nadia not sung the song? | کہاں نادیہ نے گیت نہیں گایا ہے؟ |
| What the song has Nadia sung? | نادیہ نے کیا گیت گایا ہے؟ |
| What the song has Nadia not sung? | نادیہ نے کیا گیت نہیں گایا ہے؟ |
| What time has Nadia sung the song? | نادیہ نے کس وقت گیت گایا ہے؟ |
| What time has Nadia not sung the song? | نادیہ نے کس وقت گیت نہیں گایا ہے؟ |
| Who has sung the song? | کون گیت گایا ہے؟ |
| Who has not sung the song? | کون گیت نہیں گایا ہے؟ |
| What has Nadia sung? | نادیہ نے کیا گیت گایا ہے؟ |

What has Nadia not sung?

نادیہ نے کیا گیت نہیں گایا ہے؟

Exercise

Put the verbs in brackets into the present perfect tense

- The dog (steal) the fish
- She (just go) out
- He (just wash) that floor
- The child (stop) crying
- (post) the letter
- She always (refuse)
- I (not make) a mistake
- They (have) breakfast
- Ali (take) my bike
- Kiran (buy) a pen

Change into negative and Interrogative.

- He has finished his work
- We have bought these books
- I have bought a dozen bananas
- He has lost his bag
- Sadia has sent her a card
- This doctor has tested my eyes
- My neighbour's dog has died
- I have applied for four days' leave
- She has ironed my dress.
- Mother has cooked food.

Translate the following into English.

1. ہم نے کتابیں خریدیں

2. کیا وہ اچھا تھوڑا سا گیت گایا ہے؟

3. ہم نے کچھ بیت پڑھا ہے۔

4. وہ بچہ آج نہیں آیا۔

1. میں نے تھکی میں تھکی ہے۔
2. ہم نے انہیں میں کر دیا ہے۔
3. انہاں کاڑی نہ تھی۔
4. یہ آپ نے کیا کیا ہے؟
5. یہ سونے فریب ہے۔
6. یہ روٹا ہوا ہے۔
7. یہ سب کچھ ہو چکا ہے۔
8. ہم نے سب کچھ کر دیا ہے۔
9. یہ سب کچھ کر دیا ہے۔
10. ہم نے سب کچھ کر دیا ہے۔
11. یہ سب کچھ کر دیا ہے۔
12. یہ سب کچھ کر دیا ہے۔
13. یہ سب کچھ کر دیا ہے۔
14. یہ سب کچھ کر دیا ہے۔
15. یہ سب کچھ کر دیا ہے۔
16. یہ سب کچھ کر دیا ہے۔
17. یہ سب کچھ کر دیا ہے۔
18. یہ سب کچھ کر دیا ہے۔
19. یہ سب کچھ کر دیا ہے۔
20. یہ سب کچھ کر دیا ہے۔

Passive Voice

بنانے کا طریقہ

1. فاعل کے بعد has, have کے بعد been اور مفعول کی قیمری فارم ہوتی ہے۔
Present perfect Passive Voice کہلاتا ہے۔
2. فعل کے فقرہ میں has/have کے بعد not لگائیں گے اس کے بعد فعل (Verb) کی قیمری فارم استعمال کریں۔
3. سو یہ فقرہ میں has/have کو فاعل (Subject) سے پہلے لگائیں اور مفعول سوالیہ نشان لگائیں۔

Syntax:

- S + has/have + been + V (III) + O.
- S + has/have + not + been + V (III) + O.
- Has/Have S + been + V (III) + O?

| | |
|---------------------------------|-----------------------------|
| Work has been finished | کام ختم ہو گیا ہے۔ |
| We have been taught | ہمیں سکھایا گیا ہے۔ |
| The breakfast has been prepared | ناشتہ تیار کیا جا چکا ہے۔ |
| The book has been bought | کتاب خریدی جا چکی ہے۔ |
| Tea has been taken | چائے پی جا چکا ہے۔ |
| The ring has been rung | گھنٹی بجائی جا چکی ہے۔ |
| You have been told | تو کو بتایا جا چکا ہے۔ |
| Mother has been informed | مادر کو اطلاع دی جا چکی ہے۔ |
| The song has been sung | گانا گایا جا چکا ہے۔ |
| Kashif has been rebuked | کاشف کاٹھا چکا ہے۔ |

Example:

- Active: She has loved me
- Passive: I have been loved by her.
- Active: He has eaten mangoes.
- Passive: Mangoes has been eaten by him
- Active: He has given me a pen.
- Passive: A pen has been given to me by him
- Active: She has given me a ball
- Passive: A ball has been given to me by her.

| | |
|----------|---|
| Passive: | I have been given a gun by him |
| Active: | He has brought me a cup |
| Passive: | I have been brought a cup by him |
| Active: | Atif has brought me a copy. |
| Passive: | I have been brought a copy by Atif |
| Active: | Asif has given me a pen. |
| Passive: | I have been given a pen by Asif |
| Active: | Adeen has brought a cup of coffee |
| Passive: | A cup of coffee has been brought by Adeen |
| Active: | She has given Atif a handkerchief |
| Passive: | Atif has been given a handkerchief by her |
| Active: | Nobody has opened the door |
| Passive: | The door has not been opened by anyone |

Change into Passive Voice:

1. We have written a letter
2. We have planted these trees
3. The students have learnt the poem
4. They have shown him their tickets
5. We have shaken hands
6. Alif has broken the cup
7. He has solved this sum
8. Naira has made tea
9. They have completed the work.
10. She has done the dishes

Active Voice

فخر دل کی پہچان:

اور انھوں نے آخر میں پناہ چکے تھے، لیکن، فی الواقعہ، جبکہ انگریزوں سے

تغویٰ میں had کے بعد فعل (verb) کی تیسری فارم لگائی ہے۔
جاننے کا طریقہ

فاعل (subject) کے بعد had کے بعد فعل کی تیسری فارم لگاتے ہیں۔

Syntax:

S + had + V(III) + O.

مثالی اور سوالیہ فقرے بنانے کا طریقہ:

S + had + not + V(III) + O.

Had + S + V(III) + O?

نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔
نہ میں وہ Had کے فوراً بعد not لگاتے ہیں۔

Had کے فوراً بعد not لگاتے ہیں۔

ث

نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔

| | |
|----------------------------------|---|
| Huma had cleaned the house | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| The teacher had called the roll. | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| They had solved the sums | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| We had completed the work | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| Atif had not sold the house | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| Had he bought the book? | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| Amjad had written the essay | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |
| Police had arrested the thief | نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔ |

I had white-washed the room

نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔

You had spoken the truth

نہ میں وہ had کے فوراً بعد not لگاتے ہیں۔

Tense یہ کام کے سے متعلق ہوتا ہے جو ماضی میں کسی اور سے کام سے متعلق

ہونے سے پہلے ہی مکمل ہو چکا ہو۔

پہلے مکمل ہو جانے والے کام کے لئے یہ Tense استعمال ہوتا ہے۔

ہونے والے کام کیلئے Past Indefinite Tense استعمال ہوتا ہے

| | |
|--|---|
| I had reached home before Atif came | ماضی کے آنے سے پہلے میں گھر پہنچ چکا تھا |
| We had left home before it rained | بارش شروع ہونے سے پہلے ہم گھر سے نکل چکے تھے۔ |
| The patient had died before the doctor came. | ڈاکٹر کے آنے سے پہلے ہی مریض مر چکا تھا |

کریسی جیسے میں before, already, by, Tense کا استعمال کریں

کام کو بیان کرنے والے جملے میں لگایا جاتا ہے۔ مثلاً

| | |
|---|-------------------------------------|
| She had a ready informed him | اس نے پہلے ہی اسے اطلاع دی تھی |
| They had finished the work before sunset. | دعرب آنا سے پہلے کام ختم کر چکے تھے |
| I had not visited the museum by that day. | میں نے تب تک موزیم نہیں دیکھا تھا |

مندرجہ ذیل مثال میں ہم دیکھیں گے کہ ایک جملے کی جملے کیسے بنا سکتے ہیں۔

| | |
|-------------------------------|-----------------------------|
| Mr. Atif had written a letter | ماضی میں جب وہ لکھ چکے تھے۔ |
|-------------------------------|-----------------------------|

ماظف صاحب کو لکھا نہیں کہ چکے تھے

Mr. Alf had not written a letter

Had Mr. Alf written a letter?

Had Mr. Alf not written a letter?

When had Mr. Alf written a letter?

When had Mr. Alf not written a letter?

Why had Mr. Alf written a letter?

Why had Mr. Alf not written a letter?

Whom had Mr. Alf written a letter?

Whom had Mr. Alf not written a letter?

How had Mr. Alf written a letter?

How had Mr. Alf not written a letter?

Which letter had Mr. Alf written?

ماظف صاحب کو لکھا کہ چکے تھے

ماظف صاحب کس دن لکھا کہ چکے تھے

ماظف صاحب کس دن لکھا نہیں کہ چکے تھے

ماظف صاحب کو لکھا کہ چکے تھے

ماظف صاحب کو لکھا نہیں کہ چکے تھے

ماظف صاحب کو لکھا کہ چکے تھے

ماظف صاحب کس کو لکھا کہ چکے تھے

ماظف صاحب کس کو لکھا نہیں کہ چکے تھے

ماظف صاحب کیسے لکھا کہ چکے تھے

ماظف صاحب کیسے لکھا نہیں کہ چکے تھے

ماظف صاحب کو لکھا کہ چکے تھے

Which letter had Mr. Alf not written?

What day had Mr. Alf written a letter?

What day had Mr. Alf not written a letter?

Who had written the letter?

Who had not written the letter?

What had Mr. Alf written?

What had Mr. Alf not written?

ماظف صاحب کو لکھا نہیں کہ چکے تھے

ماظف صاحب کس دن لکھا کہ چکے تھے

ماظف صاحب کس دن لکھا نہیں کہ چکے تھے

کون لکھا کہ چکے تھے

کون لکھا نہیں کہ چکے تھے

ماظف صاحب کیا لکھا کہ چکے تھے

ماظف صاحب کیا لکھا نہیں کہ چکے تھے

Exercise

Put the verbs in brackets into the present perfect tense.

1. The dog (steal) the fish.

2. She just (go) out.

3. He just (wash) that floor.

4. The bell (stop) ringing.

5. I (post) the letter.

6. She always (refuse).

7. I (not make) a mistake.

8. They (have) breakfast.

9. Atif (take) my bike.

10. Kiran (buy) a pen.

Change into negative and interrogative:

1. He had gone before I came.

2. The rain stopped when they left the home.

The train had left before he reached the station.

- 70
- 4 The police had caught the thief before she could run
away
5 He had said the prayer before the sun rose
6 She had sold his house before she left for America
7 They had reached Munnar before the snow began to
fall
8 The thief had run away before the police came
9 She had bought a television set before his sister
passed the Matric examination
10 We had done their duty before the officer came
Translate the following into English

- | | |
|----|-----------------------------|
| 1 | میں نے اپنے دوستوں کو بتایا |
| 2 | میں نے اپنے دوستوں کو بتایا |
| 3 | میں نے اپنے دوستوں کو بتایا |
| 4 | میں نے اپنے دوستوں کو بتایا |
| 5 | میں نے اپنے دوستوں کو بتایا |
| 6 | میں نے اپنے دوستوں کو بتایا |
| 7 | میں نے اپنے دوستوں کو بتایا |
| 8 | میں نے اپنے دوستوں کو بتایا |
| 9 | میں نے اپنے دوستوں کو بتایا |
| 10 | میں نے اپنے دوستوں کو بتایا |
| 11 | میں نے اپنے دوستوں کو بتایا |
| 12 | میں نے اپنے دوستوں کو بتایا |
| 13 | میں نے اپنے دوستوں کو بتایا |
| 14 | میں نے اپنے دوستوں کو بتایا |
| 15 | میں نے اپنے دوستوں کو بتایا |
| 16 | میں نے اپنے دوستوں کو بتایا |

- 17۔ اکی کھا کھا چکی تھی۔
18۔ وہ تیار نہیں ہو چکے تھے۔
19۔ یہ آپ کے دل سے پوچھتے ہیں کہ "چھوڑو"
20۔ یہ آپ سے پہلے ہی سے تھا۔

Passive Voice

پتائے کا طریقہ

- 1- دہلے ہوئے had کے بعد Past Tense کی شکل لینی چاہیے۔
Passive Voice of Perfect ہے۔
- 2- لگی کے فہم میں had کے بعد not لگا کر have been لکھنا ہے۔
(Verb) کی تیسری 6، 7 استعمال کریں۔
- 3- سوالیہ فہم میں had کو 6 لکھ کر (Subject) سے پہلے لکھنا ہے۔
نہی ہے۔

Syntax

S + had + been + V (III) + O.

$$S + \text{had} + \text{not} + \text{been} + V(\text{III}) + O.$$

Had + S + been + V (lb) + O.

| | |
|--|---|
| The table had been cleaned | میز صاف کیا جا چکا تھا۔ |
| The roll had been called in class room | جماعت میں رول ماضی تکالیف پڑھا گیا تھا۔ |
| The sums had been solved | والے مسائل حل ہو چکے تھے۔ |
| Work had been completed | کام مکمل ہو چکا تھا۔ |
| The car had been sold | کار بیچ دی جا چکی تھی۔ |
| Had the pen been bought? | پن کبھی خرید گیا تھا؟ |
| The essay had been written | مضمون لکھ دیا گیا تھا۔ |

| Tenses 4 to 6 & Passive Voice Direct & Indirect | |
|---|--------------------------------|
| Active | The room had been white-washed |
| Passive | The truth had been spoken |

Example-

| | |
|---------|--------------------------------------|
| Active | She had loved me. |
| Passive | I had been loved by her |
| Active | He had eaten mangoes |
| Passive | Mangoes had been eaten by him |
| Active | He had given me a pen |
| Passive | A pen had been given to me by him |
| Active | She had given me a ball |
| Passive | A ball had been given to me by her |
| Active | She had taught me |
| Passive | I had been taught by her |
| Active | She had advised me |
| Passive | I had been advised by her |
| Active | Zubair had rebuked me |
| Passive | I had been rebuked by Zubair |
| Active | Atif had liked Usman |
| Passive | Usman had been liked by Atif |
| Active | She had given me a ruler. |
| Passive | A ruler had been given to me by her |
| Active | Atif had given me a blade. |
| Passive | A blade had been given to me by Atif |
| Active | Bilal had taught me English. |
| Passive | I had been taught English by Bilal. |
| Active | Mother had ordered me. |
| Passive | I had been ordered by mother. |
| Active | Atif had given us sweets. |
| Passive | We had been given sweets by Atif |

| Tenses 4 to 6 & Passive Voice Direct & Indirect | |
|---|---|
| Active | Huma had given them bread |
| Passive | They had been given bread by Huma |
| Active | He had given Adeem a p |
| Passive | Adeem had been given a p by him |
| Active | Soha had brought me a car |
| Passive | I had been brought a car by, Soha |
| Active | She had gave me a b, r |
| Passive | had been given a b, r by her |
| Active | She had brought me a g |
| Passive | had been brought a g by her |
| Active | He had brought me a ball |
| Passive | I had been brought it by him |
| Active | He had given me a gun |
| Passive | I had been given a gun by him |
| Active | He had brought me a cup |
| Passive | I had been brought a cup by him |
| Active | Atif had brought me a copy |
| Passive | I had been brought a copy by Atif |
| Active | Asif had gave me a pen |
| Passive | I had been given a pen by Asif |
| Active | Adeem had brought a cup of coffee |
| Passive | A cup of coffee had been brought by Adeem |
| Active | She had given Atif a handkerchief |
| Passive | Atif had been given a handkerchief by her |
| Active | Nobody had opened the door |
| Passive | The door had not been opened by anyone |

Exercise

Change into Passive Voice:

She had already taken her dinner

He had changed our clothes

- 3 He had already passed the examination
- 4 The doctor had examined the patient
- 5 They had completed their work before the clock struck five
- 6 We had already done own work
- 7 They had solved the sum
- 8 Asif had learnt the lesson

FUTURE PERFECT TENSE:

Active Voice

قرروں کی ہیچون

مثلاً: میں نے مرچکا ہوا ہے۔ میں نے مرچکا ہوا ہے۔
 قرروں کی ہیچون کے ساتھ will have, have will have, have will have (ve b) کے ساتھ

بنانے کا طریقہ

Syntax:

S+shall/will+have+V(III)+O.

Subject کے ساتھ will have, shall have کے ساتھ قرروں کی ہیچون

قرروں بناتے ہیں۔

مثلاً اور مثال یہ قرروں بنانے کا طریقہ:

S+shall/will+not+have+V(III) + O.

Shall/Will+S+have+V(III) + O?

قرروں میں سے shall/will کے ساتھ not کے ساتھ قرروں کی ہیچون بناتے ہیں۔
 shall/will کے ساتھ قرروں کی ہیچون بناتے ہیں۔

He will have written a letter

میں نے لکھا ہوگا

| | |
|----------------------------------|--------------------------------|
| I shall have taken tea | میں نے چائے پی لیا ہوگا |
| They will have played cricket | وہ کرکٹ میں کھیل چکے ہوں گے |
| They will have taken exercise | وہ ورزش کر چکے ہوں گے |
| The cat will have caught the rat | بلی نے بھینس پکڑ لی ہوگی |
| He will have helped him | وہ اس کی مدد کر چکا ہوگا |
| Mother will have prepared meal | مادر نے کھانا تیار کر لیا ہوگا |
| I shall have bought the apples | میں سیب خریدا ہوگا |
| He will have finished the work | اس نے کام ختم کر لیا ہوگا |

Tense ہے کام کے ساتھ ساتھ قرروں کی ہیچون کے ساتھ shall/will کے ساتھ

مثلاً: میں نے چائے پی لیا ہوگا

| | |
|---|---------------------------|
| They will have reached the station before the train comes | وہ اسٹیشن پہنچ چکے ہوں گے |
| We shall have got up before the sun rises | میں نے اٹھ چکے ہوں گے |
| He will have left before it rains. | وہ چلے گئے ہوں گے |

| | |
|--|--|
| We should have finished our work by now. | |
| The car has been damaged at \$500. | |
| We should have completed the book. | |

| | |
|---|----------------------|
| Akbar will have rung the bell | اکبر بجائے گا |
| Akbar will not have rung the bell | اکبر بجائے گا نہیں |
| Will Akbar have rung the bell? | اکبر بجائے گا؟ |
| Will Akbar have not rung the bell? | اکبر بجائے گا نہیں؟ |
| When will Akbar have rung the bell? | کب بجائیے گا؟ |
| When will Akbar not have rung the bell? | کب بجائیے گا نہیں؟ |
| Why will Akbar have rung the bell? | کیوں بجائیے گا؟ |
| Why will Akbar have not rung the bell? | کیوں بجائیے گا نہیں؟ |

| English | Urdu |
|--|---------------------------------|
| Which bell will Akbar have rung? | اکبر کس گھنٹی کو بجائے گا؟ |
| Which bell will Akbar not have rung? | اکبر کس گھنٹی کو نہیں بجائے گا؟ |
| What time will Akbar have rung the bell? | اکبر کس گھنٹی پر بجائے گا؟ |
| What time will Akbar not have rung the bell? | اکبر کس گھنٹی پر نہیں بجائے گا؟ |
| Who will have rung the bell? | کس نے گھنٹی بجائی؟ |
| Who will not have rung the bell? | کس نے گھنٹی نہیں بجائی؟ |
| What will Akbar have rung? | اکبر کس گھنٹی کو بجائے گا؟ |
| What will Akbar not have rung? | اکبر کس گھنٹی کو نہیں بجائے گا؟ |

Exercise

Put the verbs in brackets into the future perfect tense

1. By the end of the month he (finish) the book.
2. The police (hear) of the theft by this time.
3. He (complete) this work in a few minutes.
4. By this time next year he (save) Rs. 20,000.
5. The train (leave) before he reach the station.
6. In a month's time he (take) our exam.
7. By next winter we (build) their house.
8. By April 2005 he (pay) his debt.
9. The sun (rise) before they reach the top.
10. When you came back Soha (do) all the house work.

Change into negative and interrogative

- 1 We shall have reached home before the father comes
- 2 She will have spoken the truth
- 3 They will have finished your work before leaving for Meerut.
- 4 The sun will have risen before we get up
- 5 She will have changed her clothes before he goes to school
- 6 The patient will have died before the doctor comes
- 7 We shall have put out the light before he goes to bed
- 8 We shall have won the match before the sun sets
- 9 Students will have gone before the teacher comes

Translate the following into English

- 1- تم بچے ہو گے۔
- 2- واقعی میت پتہ نہ لگے۔
- 3- انہوں نے پہلے سے پہلے کان "نہیں" ہی دئی۔
- 4- وہاں پہاڑی دگے۔
- 5- کیا انٹرنیٹ کتاب خریدی جی ہوگی؟
- 6- کیا انہوں نے اپنا سبق یاد کر لیا ہوگا؟
- 7- انہوں نے خط ڈال دیا ہوگا۔
- 8- سوچی جوتے مرمت کر چکا ہوگا۔
- 9- وہ اپنا سبق یاد کر چکے ہوں گے۔
- 10- اکی جان گھانا تیار کر چکی ہوں گی۔
- 11- عاتق نے غسل نہیں کیا ہوگا۔
- 12- استاد صاحب یہ سبق پڑھا چکے ہوں گے؟
- 13- ناری جان کہانی سنا چکی ہوں گی۔
- 14- دو گھر پہنچ چکے ہوں گے۔

- 15- وہ بچہ کھانا کھا چکا ہوگا
- 16- وہ بچہ کھانا کھا چکے ہوں گے
- 17- وہ بچہ کھانا کھا چکا ہوگا
- 18- وہ بچہ کھانا کھا چکا ہوگا
- 19- وہ بچہ کھانا کھا چکا ہوگا
- 20- وہ بچہ کھانا کھا چکا ہوگا

Passive Voice

بنانے کا طریقہ

- 1- اصل - have been + shal/will + V (iii) + O. کی جگہ پر have been + O. کی جگہ پر
- 2- بنائی ہوئی - shal/will + not + have been + V (iii) + O. کی جگہ پر
- 3- سوالیہ - shal/will + have been + V (iii) + O. کی جگہ پر

Syntax:

- S + shal/will + have been + V (iii) + O.
S + shal/will + not + have been + V (iii) + O.
Shal/Will + S + have been + V (iii) + O?

مثال

| | |
|------------------------------------|-----------------------|
| The letter will have been written. | خط لکھا جائے گا ہوگا۔ |
| Coffee will have been taken. | کافی پی جائے گی ہوگی۔ |

- Active: Adeen will have brought a cup of coffee
 Passive: A cup of coffee will have been brought by Adeen.
 Active: She will have given Atif a handkerchief
 Passive: Atif will have been given a handkerchief by her
 Active: Nobody will have opened the door
 Passive: The door will not have been opened by anyone

Exercise

Change into Passive Voice:

- The boys will have picked the flowers before the gardener comes
- The washerman will have ironed clothes before we return
- He will have finished his work before the sun rises
- They will have said their prayer before the sun sets
- They will have made a noise before the mother comes
- Zubair will have started his factory before November 2005
- He will have invited him
- He will have prepared food before the guests come



PRESENT PERFECT CONTINUOUS TENSE

Active Voice

قزروں کی پہچان:

اردو میں قزروں کے آخر میں رہا ہو یا نہ رہا ہو، اگر وہ آج سے لے کر اب تک جاری رہے

وقت سے شروع ہوا ہے اور اب تک جاری رہا ہے۔
 نگہ کر رہی ہے۔ has been have been

ہم ان سے

بنائے کا طریقہ

ing ہو رہا ہے۔ has been have been

ہم ان سے۔ has been have been

مثلاً 2002 سے (since 2002) اور دو سال سے (for two years)

اس Tense کے جملوں میں سرور وقت (Point of Time) یا مقررہ وقت

Period of Time کار ضرور ہوتا ہے۔ اس میں وقت کا ذکر ہوتا ہے۔ Tense

نہ ہوگا بلکہ Present Progressive کا تہہ دگا

Syntax:

S + has/have + been + V(ing) + O + since/for + (point of time/period of time)

نئی اور سوا یہ فقرے بنانے کا طریقہ

S + has/have + not + been + V(ing) + O + since/for + (point of time/period of time).

Has/Have + S + been + V(ing) + O + since/for + (point of time/period of time)?

فقرے میں دیئے ہوئے has/have کے رابعد not لگانے سے فقرہ منفی

ہو جاتا ہے۔ Has/Have کو فقرے کے شروع میں لگانے سے فقرہ سوا یہ ہو جاتا ہے۔

We have been taking
exercise for one hour

ہم ایک گھنٹہ سے ورزش کر رہے ہیں۔

Dr. Atif has been treating the
patient since yesterday

ڈاکٹر عاتق کل سے مریض کا علاج کر رہے ہیں۔

- Active** Adeen will have brought a cup of coffee
Passive: A cup of coffee will have been brought by Adeen
- Active:** She will have given Alf a handkerchief
Passive: Alf will have been given a handkerchief by her
- Active:** Nobody will have opened the door
Passive: The door will not have been opened by anyone

Exercise

Change into Passive Voice:

- The boys will have plucked the flowers before the gardener comes.
- The washerman will have ironed clothes before we return
- He will have finished his work before the sun rises
- They will have said their prayer before the sun sets
- They will have made a noise before the mother comes.
- Zubair will have started his factory before November 2005.
- He will have invited him.
- He will have prepared food before the guests come



PRESENT PERFECT CONTINUOUS TENSE:

Active Voice

فقرات کی پہچان:

وہ میں فقرات کے آخر میں دم بول رہے ہیں دیکھو یہ فقرہ آتا ہے لیکن ان حصوں میں

مثلاً: سرور نے آج صبح سے بیمار ہو گیا ہے۔
 ترجمہ: سرور has been/have been ill since this morning

یا: بولتی ہے

ماتا کا طریقہ

مثلاً: وہ 2002ء سے (since 2002) رہا ہے۔
 (for two years) (Point of Time) یا مقررہ وقت
 (Period of Time) کا مقررہ وقت ہے اگر جملے میں Tense کا پہلا
 ہی تہہ ہوگا بلکہ Present Progressive کا ہونا چاہیے۔

Syntax:

S + has/have + been + V(i)ing + O + since/for + (point of time/period of time).

مثلاً اور سوا یہ فقرے بنانے کا طریقہ

S + has/have + not + been + V(i)ing + O + since/for + (point of time/period of time).

Has/Have + S + been + V(i)ing + O + since/for + (point of time/period of time)?

فقرے میں دیئے ہوئے has/have کے فوراً بعد نہ گانے سے فقرہ درست

ہوتا ہے۔ Has/Have کو فقرے کے شروع میں نہ گانے سے فقرہ سوالیہ بن جاتا ہے۔

| | |
|--|---|
| We have been taking exercise for one hour | ہم ایک گھنٹہ سے ورزش کر رہے ہیں۔ |
| Dr. Atif has been treating the patient since yesterday | ڈاکٹر عتیق کل سے مریض کا علاج کر رہے ہیں۔ |

She has been reading
since evening

Has she been bringing up
the child for four years?

Have they been combing
their hair for ten minutes?

I have been playing hockey
since my childhood

He has been white washing

since morning

since morning

Has Sohail been working
since morning?

Has Sohail not been working
since morning?

کیا سہیل صبح سے کام کر رہا ہے؟

کیا سہیل صبح سے کام نہیں کر رہا ہے؟

How long has Soha been
working for?

How long has Sohail not
been working for?

Why has Sohail been
working since morning?

Why has Sohail not been
working since morning?

Where has Soha been
working since morning?

When has Soha been
working since morning?

How has Sohail been
working since morning?

How has Sohail not been
working since morning?

Who has been working since
morning?

Who has not been working
since morning?

What has Sohail been doing
since morning?

What has Sohail not been
doing since morning?

| | |
|--|--|
| You have not been reading since evening | |
| Has he been going up the child for four years? | |
| Have they been combing their hair for ten minutes? | |
| I have been playing hockey since my childhood | |
| He has been white-washing the house for three days | |
| | |
| | |
| | |
| | |
| | |

انگریزی سے اردو میں ترجمہ کریں

| | |
|--|--|
| What has been working since morning? | |
| Who has been working since morning? | |
| Who has not been working since morning? | |
| Has Sohail been working since morning? | |
| Has Sohail not been working since morning? | |

| | |
|--|--|
| How long has Sohail been working for? | سہیل کتنے دنوں سے کام کر رہا ہے؟ |
| How long has Sohail not been working for? | سہیل کتنے دنوں سے کام نہ کر رہا ہے؟ |
| Why has Sohail been working since morning? | سہیل صبح سے کام کرنے کی وجہ کیا ہے؟ |
| Why has Sohail not been working since morning? | سہیل صبح سے کام نہ کرنے کی وجہ کیا ہے؟ |
| Where has Sohail been working since morning? | سہیل صبح سے کام کونساں جگہ پر کر رہا ہے؟ |
| Who has Sohail not been working since morning? | سہیل صبح سے کام نہ کرنے والے کیسے؟ |
| How has Sohail been working since morning? | سہیل صبح سے کام کیسے کر رہا ہے؟ |
| How has Sohail not been working since morning? | سہیل صبح سے کام نہ کرنے کیسے کر رہا ہے؟ |
| Who has been working since morning? | صبح سے کام کرنے والا کون ہے؟ |
| Who has not been working since morning? | صبح سے کام نہ کرنے والا کون ہے؟ |
| What has Sohail been doing since morning? | سہیل صبح سے کیا کر رہا ہے؟ |
| What has Sohail not been doing since morning? | سہیل صبح سے کیا نہ کر رہا ہے؟ |

Exercise

Put the verbs in brackets and change the sentences into the present perfect or the present perfect progressive tense.

- 1 I (make) cakes for two hours
- 2 He (cut) down a tree since noon
- 3 We (live) here since 2005
- 4 That pipe (leak) for a long time
- 5 I (drive) for ten years
- 6 It (snow) for three days
- 7 You (play) all night
- 8 He (speak) for an hour now
- 9 We (shop) all evening
- 10 She (study) English for three years
- 11 I (walk) six kilo meters
- 12 I (walk) for one hour
- 13 He (sleep) since 8 o'clock
- 14 Huma (make) Kabab
- 15 We (write) letters
- 16 We (write) for three hours
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years
- 20 She (just say) him good-bye

Change into negative and interrogative.

- 1 Atif has been working in this office for five years
- 2 We have been repairing this cycle since noon
- 3 He has been running for half an hour
- 4 The dogs have been barking in the streets
- 5 I have been opening my shop

- 6 Atif has been boiling an egg
 - 7 You have been sitting idle since long
 - 8 The guests have been going since 8 o'clock
 - 9 The old man has been crying for help since noon
- Translate the following into English

- 1 میں گھٹے سے کھانا تیار کر رہا ہوں
- 2 میں نے اس درخت کو کٹ دیا ہے
- 3 وہ یہاں سے 2005ء سے رہتا ہے
- 4 وہ اس لیمپ سے بہت دیر سے لڑ رہا ہے
- 5 اس نے اس بارش سے تین دنوں سے انتظار کیا ہے
- 6 اگر تم ایک ماہ سے سکول نہیں جا رہے
- 7 وہ کافی دیر سے وہاں سے غائب ہو چکا ہے
- 8 یہ بے حد مشکل سے سوال حل کر رہا ہے
- 9 کیا اس صاحب بیسویں سے حاضر کیلنگا رہے ہیں؟
- 10 تم دو بجے سے آ کر کھا رہے ہو۔
- 11 آپ شام سے تیار ہو رہے ہیں۔
- 12 تم نے اس سے کہا کہ وہاں سے جاؤ۔
- 13 اس کے شام سے میری تیاری کر رہے ہیں۔
- 14 کیا وہ تمہیں گھنٹوں سے کتاب دکھا رہے ہیں؟
- 15 وہ شام سے اپنی بہن کو غذا کھا رہی ہے۔
- 16 وہ وہاں سے دفتر جا رہا ہے۔
- 17 بچے ایک ماہ سے سکول جا رہے ہیں۔
- 18 وہ بچہ سب سے محبت کر رہا ہے۔
- 19 ہم سب سے آپ کا شکریہ ادا کر رہے ہیں۔
- 20 طالب علم نے کپڑے دھو دیے



Exercise

Put the verbs in brackets and change the sentences into the present perfect or the present perfect progressive tense.

1. I (make) cakes for two hours
2. He (cut) down a tree since noon
3. We (live) here since 2005
4. That pipe (leak) for a long time.
5. I (drive) for ten years
6. It (snow) for three days.
7. You (play) all night
8. He (speak) for an hour now
9. We (shop) all evening
10. She (study) English for three years
11. I (walk) six kilo meters.
12. I (walk) for one hour
13. He (sleep) since 8 o'clock.
14. Huma (make) Kabab
15. We (write) letters.
16. We (write) for three hours.
17. The boy (eat) ice cream
18. He (eat) since I arrived
19. I (work) for him for five years
20. She just (say) him good-bye.

Change into negative and interrogative

1. Atif has been working in this office for five years
2. We have been repairing this cycle since noon
3. He has been running for half an hour
4. The dogs have been barking in the streets
5. I have been opening my shop.

6. Atif has been boiling an egg
 7. You have been sitting idle since long
 8. The guests have been going since 6 o'clock
 9. I have been having since noon
 10. The oldman has crying for help since noon
- Translate the following into English.

1. تارا دو گھنٹے سے کھانا پکا کر رہی ہے
2. ہم پانچ بجے سے سٹی پڑھ رہے ہیں
3. دو بج سے ہاکی کھیل رہے ہیں۔
4. عائشہ دوپہر سے کپڑے دھو رہی ہے۔
5. وہ ایک گھنٹے سے کھانا کھا رہے ہیں۔
6. اکرم ایک ماہ سے سکول نہیں جا رہا ہے۔
7. انارکلی سے آج صبح کو جا رہا ہے۔
8. کیا عطف گلی سے سوالی ٹاکا رہا ہے؟
9. کی سٹار صاحبہ صبح سے حاضر فی نگار رہے ہیں؟
10. تم آج سے تم کو سے ہو۔
11. بچے ٹیم سے شام چاہتے ہیں۔
12. تین دنوں سے بارش ہو رہی ہے۔
13. لڑکے شام سے سیر کی تیاری کر رہے ہیں۔
14. کیا دو تین گھنٹوں سے کتاب تلاش کر رہا ہے؟
15. وہ شام سے اپنی بہن کو دکھا کر رہی ہے
16. وہ دروازے سے دفتر جا رہا ہے۔
17. بچے ایک ماہ سے سکول جا رہے ہیں۔
18. وہ بچہ سب سے محبت کر رہا ہے۔
19. تیرہ بجے سے آج کا دن کر رہے ہیں۔
20. عید سے کچھ سے ہو رہی ہے۔



PAST PERFECT CONTINUOUS TENSE

Active Voice

تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.
 تقریباً 10 سال سے مجھے ہل رہا ہے۔
 I have been putting me off for 10 days.

تم وہ نکتوں سے وہ نکتوں پڑھ رہے تھے۔
 You had been reading that novel for two weeks.

پچھلے شام سے نہیں ہو رہی تھی۔
 It had not been raining since evening.

کیا وہ ایک گھنٹہ سے پرچل کر رہا تھا؟
 Had he been solving the paper for one hour?

جہاں نام سے وہاں میلا ہے تھے؟
 Where had the children been playing since evening?

چونے سے وہاں رہا تھی؟
 It had been blowing since 6 o'clock.

وہیں وہاں سے انہیں رہ رہے تھے۔
 They had been protesting for three hours.

حکومت نے ملک میں اصلاحات لانے کی کوششیں کی تھیں۔
 Government had been introducing reforms in the country for many months.

Syntax:

S + had + been + V(i)ing + O + since/for + (point of time/period of time).

مثلی (اور سوالیہ) فقرے بنانے کا طریقہ:

S + had + not + been + V(i)ing + O + since/for + (point of time/period of time).

had + S + been + V(i)ing + O + since/for + (point of time/period of time)?

تقریباً 10 سال سے یہاں رہ رہا ہوں۔
 I have been living here for 10 years.
 تقریباً 10 سال سے مجھے ہل رہا ہے۔
 I have been putting me off for 10 days.

| | |
|--|--|
| I had been living here since 2003. | میں یہاں رہ رہا ہوں۔ |
| He had been putting me off for 10 days | وہ مجھے ہل رہا ہے۔ |
| You had been reading that novel for two weeks | تم وہ نکتوں سے وہ نکتوں پڑھ رہے تھے۔ |
| It had not been raining since evening | پچھلے شام سے نہیں ہو رہی تھی۔ |
| Had he been solving the paper for one hour? | کیا وہ ایک گھنٹہ سے پرچل کر رہا تھا؟ |
| Where had the children been playing since evening? | جہاں نام سے وہاں میلا ہے تھے؟ |
| It had been blowing since 6 o'clock | چونے سے وہاں رہا تھی؟ |
| They had been protesting for three hours | وہیں وہاں سے انہیں رہ رہے تھے۔ |
| Government had been introducing reforms in the country for many months | حکومت نے ملک میں اصلاحات لانے کی کوششیں کی تھیں۔ |

مدرجہ ذیل مثالوں میں ہم دیکھیں گے کہ ایک ہی جملے سے کی جیسے کیا جاسکتے ہیں۔

| | |
|--|-------------------------------|
| I had been helping the poor for many years | میں غریبوں کو مدد کر رہا تھا۔ |
|--|-------------------------------|

| | |
|---|--|
| I had not been helping the poor for many years. | |
| Had I been helping the poor for many years? | |
| Had I not been helping the poor for many years? | |
| How long had I been helping the poor for? | میں کب سے غریبوں کی مدد کر رہا تھا؟ |
| How long had I not been helping the poor for? | میں کب سے غریبوں کی مدد نہیں کر رہا تھا؟ |
| Why had I been helping the poor for many years? | میں کئی سالوں سے غریبوں کی مدد کیوں کر رہا تھا؟ |
| Why had I not been helping the poor for many years? | میں کئی سالوں سے غریبوں کی مدد کیوں نہیں کر رہا تھا؟ |
| Who had been helping the poor for many years? | کون کئی سالوں سے غریبوں کی مدد کر رہا تھا؟ |
| Who had not been helping the poor for many years? | کون کئی سالوں سے غریبوں کی مدد نہیں کر رہا تھا؟ |

Exercise

Put the verbs in brackets and change the sentences into the Past Perfect or the Past Perfect Progressive tense:

1. I (make) cakes for two hours
2. He (cut) down a tree since noon
3. We (live) here since 2005.

4. I (speak) for an hour now
5. We (shop) all evening
6. She (study) English for three years
7. I (walk) six kilo meters
8. I (walk) for one hour.
9. He (sleep) since 8 o'clock
10. Huma (make) Kabab
11. We (write) letters
12. We (write) for three hours
13. The boy (eat) ice cream
14. He (eat) since I arrived
15. I (work) for him for five years
16. She just (say) him good-bye

Change into negative and Interrogative

1. He had been working for three hours
2. It had been raining since noon
3. We had been studying in this school since 2005
4. I had been knocking at the door for three minutes
5. They had been playing cricket since 8 o'clock
6. I had been waiting for my friend for 3 hours
7. He had been ringing the bell since 6 o'clock
8. My mother had been reading the Holy Quran for two hours
9. I had been living in this house since 2005
10. They had sitting there since evening

Translate the following into English

میں نے یہاں سے دو گھنٹے پہلے سے بیٹھ رہا ہوں۔

- 2- صبح گھر سے آپ کا انتظار کر رہا تھا۔
- 3- ہاشام سے کہا تھا کہ میری سگی۔
- 4- بچے دوپہر سے لی دی دیکھ رہے تھے۔
- 5- اکرم پانچ بجے سے گا گا رہا تھا۔
- 6- کیا اکبر ایک ماہ سے امتحان دے رہا تھا؟
- 7- کیا ایک گھنٹہ سے ہوا چل رہی تھی؟
- 8- شہادت بچے سے ناشتہ بنا رہی تھیں۔
- 9- اسی ڈیڑھ گھنٹے سے قرآن پاب پڑھ رہے تھے۔
- 10- کیا سعید آج سے چنگ تھیں اڑا رہا تھا؟
- 11- ہم دو گھنٹوں سے گاڑی چلا رہے تھے۔
- 12- ذبیح دوپہر سے ریٹیلنگ کر رہا تھا۔
- 13- کالی بوب ہوش ہو رہی تھی۔
- 14- امجد آج سے اجیار پڑھ رہا تھا۔
- 15- وہ دو دن سے ورزش نہیں کر رہے تھے۔
- 16- دو ایک ماہ سے وہ ان تھا رہا تھا۔
- 17- ہم نہیں سے سخت کر رہے تھے۔
- 18- بچے آج سے شور نہیں کر رہے تھے۔
- 19- کیا وہ ایک ماہ سے سکول جا رہا تھا؟
- 20- کیا عمران شام سے گا کر رہا تھا؟



FUTURE PERFECT CONTINUOUS TENSE:

Active Voice

فقروں کی پہچان:

اردو میں فقروں کے آخر میں رہا ہوگا رے م گئے رہی ہوں کی وغیرہ آتا ہے لیکن اس

جملوں میں وقت کا ذکر ضرور ہوتا ہے، جسے معلوم ہوتا ہے۔ گا۔ کچھ پر تک چوری رہا ہوگا۔

مگر یہ اس کے فقرے میں داخل کے بعد shall w have been کے بعد ہونے چاہئے۔

بنانے کا طریقہ

داخل کے بعد shall w have been کے بعد صفت۔ لیکن اس کے ساتھ ہونے والا ہوگا۔
مثلاً: I shall have been waiting for you since 1990.
1990 سے (1990 سے) (since 1990) (for two years) (دو سالوں کے لیے)۔

اس Tense کے جملوں میں مقررہ وقت (Point of Time) ہونا چاہئے۔
(Period of Time) کا ذکر ضرور ہونا چاہئے۔
مثلاً: I shall have been waiting for you since 1990.
یہ ہوگا بلکہ Future Progressive کا ہونا چاہئے۔

Syntax:

S + shall/will + have + been + V(ing) + O + since/for +
(point of time/period of time)

مثلی اور سوالیہ فقرے بنانے کا طریقہ

S + shall/will + not + have + been + V(ing) + O +
since/for + (point of time/period of time)

Shall/Will + S + have + been + V(ing) + O + since/for +
(point of time/period of time)?

فقرے میں shall/will کے ساتھ ہونا چاہئے۔
مثلاً: I shall have been waiting for you since 1990.
I shall have been waiting for you since 1990.
I shall have been waiting for you since 1990.

Tense ایسے کاموں کے لئے استعمال کیا جاتا ہے جو مستقبل میں کسی مقررہ وقت پر
مقررہ وقت سے مسلسل جاری ہوں گے لیکن ختم نہیں ہوئے ہوں گے۔

I will have been raining

since evening.

شام سے بارش ہو رہی ہوگی۔

| | |
|---|---|
| We shall have been getting ready for an hour | ہم پچھلے ایک گھنٹے سے تیار ہو رہے ہیں۔ |
| We shall not have been working for three days | ہم تین دنوں سے کام نہیں کریں گے۔ |
| Will the birds have been chirping since morning? | کیا پرندے صبح سے چہچہا رہے ہوں گے؟ |
| He will have been punishing you since evening | دو گھنٹوں سے تم پر سزا دے رہا ہوگا۔ |
| Huma will have been ironing the clothes for two hours | ہوا دو گھنٹوں سے کپڑے اتاری کر رہی ہوگی۔ |
| They will have been playing cricket for two hours | وہ دو گھنٹوں سے کرکٹ کھیل رہے ہوں گے۔ |
| He will have been taking exercise since evening | وہ شام سے ورزش کر رہا ہوگا۔ |
| You will have been waiting for her since 4 o'clock | تم اس کا 4 بجے سے انتظار کر رہے ہو گے۔ |
| I will have been showing since evening | شام سے میں دکھا رہی ہوگی۔ |
| They will have been reading since evening | وہ شام سے پڑھ رہے ہوں گے۔ |
| I shall have been waiting for two hours | میں انھوں سے انتظار کر رہا ہوں گا۔ |
| They will have been befouling him since Sunday | وہ اتوار سے ہی اس کو آلودہ کر رہے ہوں گے۔ |

| | |
|--|---|
| Zahid will have been teaching the class for two hours | زہد ایک گھنٹہ سے پڑھاتا ہوگا۔ |
| Zahid will not have been teaching the class for two hours | زہد ایک گھنٹہ سے نہ پڑھاتا ہوگا۔ |
| Will Zahid have been teaching the class for two hours? | کیا زہد دو گھنٹوں سے جماعت کو پڑھاتا ہوگا؟ |
| Will Zahid have not been teaching the class for two hours? | کیا زہد دو گھنٹوں سے جماعت کو نہیں پڑھاتا ہوگا؟ |
| How long will Zahid have been teaching the class for? | زہد کب سے جماعت کو پڑھاتا ہوگا؟ |
| How long will Zahid not have been teaching the class for? | زہد کب سے جماعت کو نہیں پڑھاتا ہوگا؟ |
| Who will have been teaching the class for two hours? | کیا شخص ایک گھنٹہ سے پڑھاتا ہوگا؟ |

| | |
|--|--|
| Who will not have been teaching the class for two hours? | کون سے دو گھنٹوں سے نہ پڑھاتا ہوگا؟ |
| What will Zahid have been doing for two hours?? | زہد دو گھنٹوں سے کیا کر رہا ہوگا؟ |
| What will Zahid not have been doing for two house? | زہد دو گھنٹوں سے کیا نہیں کر رہا ہوگا؟ |

Exercise

Put the verbs in brackets and change the sentences into the Future Perfect or the Future Perfect Progressive tense:

- 1 I (make) cakes for two hours
- 2 He (cut) down a tree since noon
- 3 We (live) here since 2003.
- 4 That pipe (leak) for a long time.
- 5 I (drive) for ten years.
- 6 It (snow) for three days.
- 7 You (play) all night.
- 8 He (speak) for an hour now
- 9 We (shop) all evening.
- 10 She (study, English for three years
- 11 I (walk) six kilo meters.
- 12 I (walk) for one hour.
- 13 He (sleep) since 8 o'clock.
- 14 Huma (make) Kabab.

- 15 We (write) letters
- 16 We (write) for three hours
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years.
- 20 She just (say) him good-bye

Change into negative and Interrogative.

- 1 He will have been working for two hours
- 2 She will have been playing since evening
- 3 It will have been raining since 8 a.m
- 4 The cattle will have been grazing since noon
- 5 Birds will have been singing since early morning
- 6 We shall have been watching the T.V for two hours
- 7 His dogs will have been barking for half an hour
- 8 His brother will have been swimming in the river since sunset
- 9 She will have been sleeping for two hours
- 10 It will have been raining for twenty minutes

Translate the following into English

- 1 مالی شام سے پوداں کو پانی دے رہا ہوگا۔
- 2 آج دن سے سکول نہیں جا رہی ہوگی۔
- 3 صطح ہائی وے سے قحطیں اڑا رہا ہوگا۔
- 4 شادی صبح سے کیت جا رہی ہوگی۔
- 5 دو ماہ اور کر رہے ہوں گے۔
- 6 وہ دو سال سے یہاں رہ رہے ہوں گے۔

- 15 We (write) letters
- 6 We (write) for three hours
- 17 The boy (eat) ice cream
- 18 He (eat) since I arrived
- 19 I (work) for him for five years.
- 21 She just (say) him, good-bye

Change into negative and interrogative:

- 1 He will have been working for two hours
- 2 She will have been playing since evening
- 3 It will have been raining since 8 a.m.
- 4 The cattle will have been grazing since noon
- 5 Birds will have been singing since early morning
- 6 We shall have been watching the T.V. for two hours
- 7 His dogs will have been barking for half an hour
- 8 His brother will have swimming in the river since sunset
- 9 She will have been sleeping for two hours
- 10 It will have been raining for twenty minutes

Translate the following into English.

- 1- دلی شام سے جوں کو، دلی سے مانوس۔
- 2- میری ساری زندگی میری ساری زندگی۔
- 3- عاتق کالی دیر سے تھکس ازار ہا ہوئے۔
- 4- شادی صبح سے گیت گار رہی ہوگی۔
- 5- ابولناز ادا کر رہے ہوں گے۔
- 6- وہ دو سال سے یہاں رہ رہے ہوں گے۔

- 7- ہم 2003ء سے اس کالج میں پڑھ رہے ہو گے۔
- 8- چیر اسی کافی دیر سے گھنٹی بج رہا ہوگا؟
- 9- دھوبی دو گھنٹوں سے کپڑے دھو رہا ہوگا۔
- 10- ہم دو گھنٹوں سے ٹی وی دیکھ رہے ہوں گے۔
- 11- وہ صبح سے اپنا سبق یاد کر رہی ہوگی۔
- 12- وہ صبح سے اخبار نہیں پڑھ رہے ہوں گے۔
- 13- بچے کافی دیر سے شور کر رہے ہوں گے۔
- 14- کیا تین دن سے بارش ہو رہی ہوگی؟
- 15- عائشہ ہفتہ بھر سے کپڑے سی رہی ہوگی۔
- 16- گوگ صبح سے قرآن پاک کی تلاوت کر رہے ہوں گے۔
- 17- وہ بچپن سے نماز پڑھ رہا ہوگا۔
- 18- کیا بچے ایک گھنٹے سے کھیل رہے ہوں گے؟
- 19- وہ دودھ سے کام نہیں کر رہا ہوگا۔
- 20- کیا ابو ایک ماہ سے دفتر جا رہے ہوں گے؟

نوٹ۔ Perfect Progressive کے Passive Voice کا استعمال بہت ہی نایاب ہے اس لئے یہ جملے نہیں بنائے جائے لیکن گرامر کی رو سے یہ ممکن جملے ہیں۔



Revision of Tenses

A

فعل حال - صفتی (Present Indefinite Tense) اس میں verb کی ہیکڑ
 شروع ہوتی ہے اور یہ ثابت ہے کہ do/does کے شروع میں ورنہ کتب سے لے
 subject کو not/does not کے ساتھ استعمال کیا جاتا ہے۔ he, she, it کو does
 سے متعلق کرتے ہیں۔ Do we, you, they کو کے لئے۔

Does/Do

Atif: Do you read English?

عاطف: کیا تم انگریزی پڑھتے ہو؟

Akbar: Yes, I do.

اکبر: ہاں میں انگریزی پڑھتا ہوں۔

Atif: Does Huma come to
 your house?

عاطف: کیا ہما تمہارے گھر آتی ہے؟

Akbar: Yes, she comes
 sometimes

اکبر: ہاں، کبھی کبھی آتی ہے۔

Atif: Do other friends also
 come to you?

عاطف: کیا دوسرے دوست بھی تمہارے پاس
 آتے ہیں؟

Akbar: Yes, others also
 come.

اکبر: ہاں دوسرے دوست بھی میرے پاس آتے
 ہیں۔

Atif: Do you stay in
 Karachi?

عاطف: کیا تم کراچی رہتے ہو؟

Akbar: No I stay in Lahore

اکبر: نہیں میں لاہور رہتا ہوں۔

B

فعل حال جاری (Present Continuous Tense) اس کو بنانے کے لئے

C

Has Have (Present Perfect Tense)

has not/hasn't

not/have not

Has/Have

Sajid Have you written any letter to Salma?

Khan Yes I have written to her

Sajid Has she replied to your letter?

Khan No she hasn't

Sajid Have you taken your meals?

Khan No, I had a heavy breakfast in the morning

Sajid Did you go to his place?

Khan No, I have yet to go

D

فعل حال میں (Present Perfect Continuous Tense) اس میں
 Have been اور Has been میں verb کی ing (1) و درم استعمال
 ہوتی ہے۔ مثلاً میں نے اس کے درمیاں not و سو یہ میں اس کو فخر و کے شروع میں لکھتے ہیں اور وقت
 کے متعین کے لئے since اور for استعمال کرتے ہیں

Has been/ Have been

Qasim: What have you been doing since morning? قاسم تم صبح سے کیا کر رہے ہو؟

Khalid: I have been reading this book since morning. خالد میں صبح سے یہ کتاب پڑھ رہا ہوں۔

Qasim: Has it been raining here also since yesterday? قاسم کیا کل سے یہاں بھی بارش ہو رہی ہے؟

Khalid: Yes, it has been raining, but intermittently. خالد ہاں، ہو رہی ہے پر زک زک کر۔

Qasim: Has the water been boiling for long? قاسم کیا پانی کافی دیر سے ابل رہا ہے؟

Khalid: No, it has been boiling only for a little time. خالد نہیں، ابھی تھوڑی دیر سے ہی ابل رہا ہے۔

Important Points

صوب ذیل جملوں کو بغور دیکھئے۔

You are writing a letter تم خط لکھ رہے ہو۔

You have written a letter تم خط لکھ چکے ہو۔

(Interrogative) جملوں میں اس طرح بدلا جاسکتا ہے۔

(Negative)

(Interrogative)

1 You are not writing a letter. 1 Are you writing a letter?

2 You have not written a letter. 2 Have you written a letter?

are, have فعل میں بدلنے کے لئے معوض فعل are, have کے شرع
 نہ ہو رہا پڑتا ہے اسی طرح سوالیہ جملوں میں معوض فعل are, have کے شرع
 میں آگئے ہیں اس طرح سے ہمیں معلوم ہو گیا کہ Present Continuous Tense اور
 Present Perfect Tense میں سے تمام جملوں سے منفی اور سوالیہ جملے آسانی سے بنائے
 جاسکتے ہیں۔

اب Present Indefinite Tense کی مثال دیکھتے ہیں۔

You write a letter

1- تم ایک خط لکھتے ہو۔

I read English

2- میں انگریزی پڑھتا ہوں۔

اب ان کے منفی اور سوالیہ جملوں کو دیکھئے۔

(Negative)

(Interrogative)

1 I do not write a letter

2 Do you write a letter?

3 I do not read English

4 Do I read English?

دیکھئے مذکورہ بالا جملوں میں Do ٹک سے جوڑا گیا ہے۔ اگر Tense میں Do یا

Does جوڑا گیا ہے۔ تب وہ منفی یا سوالیہ بن جاتے ہیں Do کا استعمال جمع فاعل کے ساتھ اور

Does کا واحد فاعل کے ساتھ ہوتا ہے۔

زمانہ ماضی (Past Tense)

E

فعل ماضی مطلق (Past Indefinite Tense): اس میں verb کی دوسری ذمہ استعمال
 کرتے ہیں۔ سوالیہ کے لئے Did استعمال کرتے ہیں اور منفی کے لئے Did not اور verb کی پہلی
 ذمہ استعمال کرتے ہیں۔

Did

Teacher: Did you get up

سوال کیا تم کا جھڑی اٹھیں؟

early yesterday?

Has been/ Have been

Qasim: What *have* you
been doing since morning?

قاسم تم سچ سے کیا کر رہے ہو؟

Khalid: I *have* been
reading this book since
morning

خالد: میں سچ سے یہ کتاب پڑھ رہا ہوں۔

Qasim: Has it been raining
here also since yesterday?

قاسم کیا کل سے یہاں بھی بارش ہو رہی ہے؟

Khalid: Yes, it *has* been
raining but intermittently

خالد: ہاں ہو رہی ہے پرڑکڑک کر۔

Qasim: Has the water been
boiling for long?

قاسم کیا پانی کافی دیر سے ابل رہا ہے؟

Khalid: No it *has* been
boiling only for a little time

خالد: نہیں ابھی تھوڑی دیر سے ہی ابل رہا ہے۔

Important Points

حب ذیل جملوں کو بغور دیکھئے۔

You are writing a letter

تم خط لکھ رہے ہو۔

You have written a letter

تم خط لکھ چکے ہو۔

(Interrogative) جنوں میں اس طرح بدل جاسکتا ہے۔

(Negative)

(Interrogative)

1. You are **not** writing a
letter.

1. Are you writing a letter?

2. You have **not** written a
letter.

2. Have you written a
letter?

are, have فعل کے لئے معاون فعل میں مدد کرنے کے لئے معاون فعل are, have کے شروع کے بعد not لگایا جاتا ہے۔ اسی طرح سوائے حملوں میں معاون فعل are, have جیسے کے شروع میں آئے ہیں۔ اس طرح سے ہمیں معلوم ہو گیا کہ Present Continuous Tense اور Present Perfect Tense میں سے تمام حملوں سے منفی اور سوائے جیسے آسانی سے بنائے جاسکتے ہیں۔

Present Indefinite Tense کی مثال لیجئے۔

You write a letter

1 تم ایک خط لکھتے ہو۔

I read English.

2 میں انگریزی پڑھتا ہوں۔

ہاں کے منفی اور سوائے حملوں کو دیکھئے۔

(Negative)

(Interrogative)

1 I do not write a letter

2 Do you write a letter?

3 I do not read English

4 Do I read English?

دیکھئے مذکورہ بالا جملوں میں Do ایک سے جوڑا گیا ہے۔ اگر Tense میں Do یا

Does جوڑ دیا جاتا ہے۔ تب وہ منفی یا سوائے بن جاتے ہیں Do کا استعمال جمع فاعل کے ساتھ اور Does کا واحد فاعل کے ساتھ ہوتا ہے۔

زمانہ ماضی (Past Tense)

E

فعل ماضی مطلق (Past Indefinite Tense) اس میں verb کی دوسری فارم استعمال کرتے ہیں۔ سوائے کے لئے Did استعمال کرتے ہیں اور منفی کے لئے D d not اور verb کی پہلی فارم استعمال کرتے ہیں۔

Did

Teacher: Did you get up

استہنی کیا تم کل جلدی اٹھیں؟

early yesterday?

Nadia Yes madam I got
unear.

Teacher Did you have
breakfast later?

Nadia Yes madam I did

Teacher Did Rani come to
school at noon?

Nadia No she didn't

Teacher Did you write this
essay at night?

Nadia No I didn't write it
but my brother did

F

عملی ماضی جاری (Past Continuous Tense) اس میں امدادی افعال
was/were استعمال کرتے ہیں درمضی کے لئے I wasn't I weren't
was/were شروع میں لگاتے ہیں۔ he she it was I we e
you they کے لئے استعمال کرتے ہیں۔

Was/Were

Teacher Were you out for
shopping yesterday?

Rana Yes, sir, I was

Teacher. Were you not
reading a book while
walking?

استاذ کیا تم کل بازار گئے تھے؟

ہاں ہاں صاحب میں بار گیا تھا۔

تو کیا تم چلے چلتے کتاب نہیں پڑھتے
تھے؟

Rana: Yes sir was
reading a book while
walking

ہاں میں چلتے چلتے کتاب
پڑھ رہا تھا۔

Teacher: Was Sadia also
reading while walking?

استاد: کیا سعدیہ بھی چلتے چلتے پڑھ رہی تھی؟

Rana: No, she was just
listening

رانا نہیں وہ صرف سن رہی تھی۔

Teacher: Was your aunt
singing at your house?

استاد: کیا تمہارے گھر میں تمہاری چو بھی گھری
تھی؟

Rana: No, it was my sister

رانا نہیں میری بہن گاری تھی۔

Kashif: Were you studying
English?

کاشف: کیا تم انگلش پڑھ رہے تھے؟

Saeed: Yes, we were
earning English.

سعید: ہاں ہم انگلش سیکھ رہے تھے۔

G

نعل ماضی مکمل (Past Perfect Tense) اس میں امدادی فعل had کو استعمال کرتے
ہیں ماضی میں had not اور سوائید میں had کو تترے کے شروع میں لگاتے ہیں۔

Had

Kamal: Had you not gone
to cinema?

کمال: کیا تم سینما نہیں گئے تھے؟

Sofia: No I had not.

صوفیہ: نہیں میں سینما نہیں گیا۔

Rana: Had he closed the
shop?

رانا: آیا وہ دکان بند کر چکا تھا؟

Sadia: Yes, he had

ہاں وہ دکان بند کر چکا تھا۔

Rana: Had he not met you
till yesterday?

Sadia: No, he hadn't.

Rana: Had you not gone to
play yesterday?

Saeed: No I had not gone
to play yesterday

رنا: یہ تو کل تک نہیں ملا تھا؟

سادیہ: نہیں، وہ کل تک مجھے نہیں ملا تھا۔
رنا: کیا تو کل جیتے نہیں گئے تھے؟

سعید: نہیں میں کل نہیں گیا تھا۔

H

فعل ماضی مکمل جاری (Past Perfect Continuous Tense) اس میں اے اڈی
فعل Had been استعمال کرتے ہیں اور verb کی ng والی فارم استعمال کرتے ہیں۔ منفی کے
لئے had not been اور سوالیہ میں had فقرہ کے شروع میں لگاتے ہیں اور اوقات کی مدت بتانے
کے لئے for اور since استعمال کرتے ہیں۔

Had been

Rafiq: Had you been
studying for last two hours
yesterday?

رفیق: کیا تم کل پچھلے دو گھنٹے سے پڑھ رہے
تھے؟

Attiq: Yes because I had
been planning to watch a
movie after finishing my
work

عتیق: ہاں کیونکہ میں اپنا کام ختم کر کے فلم
دیکھنے کا ارادہ کر رہا تھا۔

Rafiq: But, why Atti also
had been studying with
you?

رفیق: لیکن تمہارے ساتھ عاطف بھی کیوں پڑھ
رہا تھا؟

Attiq: Because, he had also been insisting on going with me for the film

حقیق کیوں کہ وہ بھی میرے ساتھ فلم جانے کے لئے زور کر رہا تھا۔

Rafiq: But, your mother was saying that you had been planning to go out with some friends.

رفیق: مگر تمہاری والدہ صاحبہ تو کہہ رہی تھیں کہ تم نے کچھ دوستوں کے ساتھ گھومتے کا پلان کر رکھا ہے۔

Attiq: Yes, previously we had been planning something of the sort but later we changed our programme

حقیق: ہاں پہلے ہم ایسی ہی کچھ سوچ رہے تھے مگر بعد میں پروگرام بدلا۔

Important Points

سب ہم Past Tense کے سب جملوں سے متنی اور سوالیہ جملے بنا سکتے ہیں۔ اس کا طریقہ وہی ہے جو پہلے بیان کیا جا چکا ہے۔ Past Indefinite Tense میں did معاون فعل بڑھایا جاتا ہے۔

Past Continuous Tense میں was, were اور Past Perfect Tense میں had کے بعد متنی جملوں میں not بڑھ جاتا ہے۔ اسی طرح سوالیہ جملوں میں ہیں معاون فعل had, did, was, were اور جملوں میں سب سے پہلے استعمال کئے جاتے ہیں۔ مثلاً

Affir: I ate bread and butter میں نے ذیل روٹی اور مکھن کھایا۔

Neg: I did not eat bread and butter. Int: Did I eat bread and butter?

تم ایک کتاب پڑھ رہے تھے۔
Affir You were reading a book

Were you reading a book?
Neg You were not reading a book

تم ایک کتاب پڑھ چکے تھے۔
Affir You had read a book

Had you read a book?
Neg You had not read a book

تم دو گھنٹے سے کتاب پڑھ رہے تھے۔
Affir You had been reading a book since two hours

Had you been reading a book since two hours?
Neg: You had not been reading a book since two hours

زمانہ مستقبل (Future Tense)

(1) فعل مستقبل مطلق (Future indefinite Tense) اس میں ابدی فعل will/shall استعمال کرتے ہیں اور مکمل کے لئے shall استعمال کرتے ہیں بکہ سوائے میں will/shall فقرہ کے شروع میں آتے ہیں اور نہ will/shall کے ساتھ استعمال کرتے ہیں جبکہ will کو we, he, she, it, they کے لئے ہے۔
Shall/Will

Rashid: Will you play?

راشد کیا تم کھیلو گے؟

Atif: No, I won't

عاطف نہیں، میں نہیں کھیوں گا۔

Rashid: Will you come tomorrow?

راشد کیا تم کل آؤ گے؟

Atif: Yes I'll come

Rashid: Will you stay here tonight?

Atif: No I'll go back

Rashid: Will you see Rana on Friday?

Atif: No I'll wait for you at home

د

(Future Continuous Tense) میں امر اور کی فعل will
be/sha be استعمال ہوتے ہیں۔
not اور اس کے بعد be ہوتے ہیں اور shal/sha be
shall be/Will be

Nadeem: Will you be in the train at this time tomorrow?

Sohail: Yes I'll be there

Nadeem: Will you be playing football at 5 o'clock?

Sohail: Yes of course we'll be

Nadeem: Shall we be coming to Lahore again and again?

Soha: No we won't be

ہم نہیں ہوں گے۔

K

(Future Perfect Tense)
 have/ shall have
 will have/ not

Shall have/Will have

Sadia: Will she have gone?

کیا وہ جا چکی ہوگی؟

Rabia: No she won't

نہیں وہ نہیں جا چکی ہوگی۔

Sadia: Will you be back from Milan, next month?

کیا آپ واپس آئیں گے مل سے اگلی ماہ؟

Rabia: Yes I will be

جی ہاں میں آ جاؤں گی۔

Safia: You will be here

آپ یہاں آئیں گے۔

Sadia: Yes I will be

جی ہاں میں آ جاؤں گی۔

Sadia: Yes I will be

جی ہاں میں آ جاؤں گی۔

passed tenth class examination by the next year?

کیا آپ دسویں کی امتحان پاس کریں گے اگلی سال؟

Rabia: Yes I should have passed it by that time

جہاں تک آپ تک سے وہاں تک ہو گی۔

Sadia: Will the elections be over by March?

سعدیہ: کیا انتخابات مارچ تک مکمل ہوں گے؟

Rabia: Yes the elections will have completed by March,

ہاں جہاں تک انتخابات مارچ تک مکمل ہوں گے۔

Sadia: Will your brother have returned from Canada?

سعدیہ: کیا تمہارا بھائی یہاں سے لوٹ آیا؟

Rabia: No, he would not have

نہیں، وہیں سے نہیں آئے۔

[]

4. Future Perfect Continuous (Future Perfect Continuous) will/shall have been + verb-ing
- ت میں/وہیں سے آئے ہوں گے۔
- will/shall have been + verb-ing
- وہاں تک سے آئے ہوں گے۔
- for, since
- وقت سے متعین کے لئے

Shall have been

Bashara: Will you have been sleeping tomorrow at this time?

بشارت: کیا تم کل اس وقت سو رہے ہو؟

Naveed: No, probably I *shall have been studying* at this time? وہ یکن شاید میں اس وقت پڑھ رہا ہوں گا؟

Basharat: And, what will your brother, Sajid have been doing? شارت اور تمہارا بھائی 'ساجد' کیا کر رہا ہوگا؟

Naveed: He *will have been* preparing to leave for Lahore. نوید وہ لاہور جانے کی تیاری کر رہا ہوگا۔

Basharat: Will the policeman have been interrogating the pick-pocket at this time? شارت کیا اس وقت سپاہی جیب کترے سے چرتا چھ کر رہا ہوگا؟

Naveed: No, he *will have been* on his round. نوید نہیں وہ گشت کر رہا ہوگا۔

Important Points

اس نمونوں پر غور کیجئے (B) He will not play (A) I shall not play
پٹ سے میں "ا" آئی کے ساتھ sha "یا ہے" اور دوسرے حصے میں ہی "He" کے ساتھ will آئی ہے۔ یہ عدم زمانہ مستقبل کے فعل کو ظاہر کرتے ہیں۔ اصول یہ ہے کہ عام طور پر He, She, It, All, They وغیرہ اور you کے ساتھ will کا استعمال کیا جاتا ہے۔ We اے کے ساتھ shall کا استعمال کیا جاتا ہے۔

لیکن اگر We اے کے ساتھ will کا اور He, She, You, They وغیرہ کے ساتھ shall کا استعمال ہوتا ہے۔ تو وہاں کے ارادے کا مطلب لکھا ہے۔ جیسے I will not play (1)
You shall not return tomorrow (2) ان نمونوں کا مطلب اس طرح ہے۔ ()

نے کل نہ کھیلنے کا ارادہ کیا ہے۔ یا میں کل مالک۔ جس پر قطع نہیں لائے گئے۔
ای طرح: میں کے تھیں، وہ تھے۔

- 1- I will succeed or die in the attempt. میں ہاتھ کامیاب ہو جاؤں گا۔
نہ ہوتے تو مر جاؤں گا۔
- 2 You shall finish with your work before you leave the office. تمہیں دفتر سے جھٹی کرے گا۔
تو دفتر سے رہا ہو گا۔
- 3- He shall obey whether he likes it or not. وہ مانے گا۔
چاہے اسے پسند ہو یا نہ ہو۔

بول چال کی زبان میں will اور shall کے استعمال کے قواعد یہ ہیں۔
We'll He'll subject pronouns will
The will اسی طرح I won't He won't



Change of Voice

فعل معروف (Active Voice) سے فعل مجہول (Passive Voice) میں بدلتے وقت مندرجہ ذیل باتوں کا خیال رکھیں۔

- 1- ویسے تو تمام بارہ کے بارہ Tenses کے Passive Voice نفس میں یکساں ملاحظہ پر تو Tenses کے فعل مجہول (Passive Voice) کے حالت ہیں۔ یعنی Passive Voice — Perfect Continuous میں آتا ہے۔
 - 2- Passive Voice میں پیش فعل کی تیسری صورتوں میں آتا ہے۔
 - 3- تمام فعلوں میں مدد کی فعل مدد سے ... ہونا ہوتا ہے۔
 - 4- اگر doer کا ذکر کرنا ہوگا by کا کر حصے کے آگے لگاتے ہیں۔
 - 5- اگر doer (فاعل) Pronoun (موصولی صورتوں کے ساتھ) آتے ہیں۔
- ذیل میں مثالوں سے ہر Tense کی ایک ایک وضاحت کی گئی ہے۔ تاکہ آپ کو اس کی پہچان میں کوئی دشواری نہ ہو۔

1. Indefinite Tense

| | | |
|----------|---------------------------------|-----------|
| Active: | He writes a letter | (Present) |
| Passive: | A letter is written by him | |
| Active: | He wrote a letter | (Past) |
| Passive: | A letter was written by him | |
| Active: | He will write a letter | (Future) |
| Passive: | A letter will be written by him | |

2. Continuous Tense

| | | |
|----------|-----------------------------------|-----------|
| Active: | He is writing a letter | (Present) |
| Passive: | A letter is being written by him | |
| Active: | He was writing a letter | (Past) |
| Passive: | A letter was being written by him | |
| Active: | He will be writing a letter | (Future) |

passive A letter will be being written by him

3. Perfect Tense

Active: He has written a letter (Present)

passive A letter has been written by him

Active: He had written a letter (Past)

Passive: A letter had been written by him

Active: He will have written a letter (Future)

Passive: A letter will have been written by him

یاد رکھیں:

Vo ce مدد لئے کے سے جی و مل کی حد مسوں نوم لئے کے لئے دو چیزوں کا خیاں مل

اشد ضروری ہے۔

(1) کبھی جملے میں و مل کو مسوں، مسوں کو و مل یا دیا جاتا ہے۔ جیسے عاطف (و مل)۔

آصف کو مارا۔ At f hit As f فعل متعدی میں یہ ہو جائے گا۔ آصف، عاطف کے

ذرا پیہ مار گیا۔ Asif was kied by Alif

(2) فعل کی شکل بدلتی ہے۔ جیسی کی جیسی زمانہ (Tense) میں اس کا فعل Participle

میں بدلتا جاتا ہے جیسے do, doing و غیرہ سے بدلتا کر done جاتا ہے اور دوسرے

اس کے ساتھ ایک معادل فعل s was, be, has been و غیرہ لگا دیا جاتا ہے۔

ذیل میں Tenses کے دو سے فعل معروف (Active Voice) کو فعل

مجهول (Passive Voice) میں بدلتے کی مثالیں دی گئی ہیں۔

1. Present Indefinite Tense

فعل ہے are/am/ is اور پھر مل کی تیسری درجہ ہو لگائے سے۔ مثال

Active. She helps the poor.

Passive: The poor are helped by her

Active: He likes mangoes.

Passive: Mangoes are liked by him

Active: He makes tea

Passive: Tea is made by him

Active: She invites me.

Passive: I am invited by her

Active: She does not tell me

Passive: I am not told by her

Active: Do I post her the letter?

Passive: Is the letter posted her by me?

2. Past Indefinite Tense

فعل کے بعد was/were اور پھر فعل کی تیسری فارم لگانے سے۔ مثلاً

Active: We took food

Passive: Food was taken by us

Active: She washed the car

Passive: The car was washed by her

Active: Sohail bought books

Passive: Books were bought by Sohail

Active: He washed clothes

Passive: Clothes were washed by him

Active: They did not see a tiger

Passive: A tiger was not seen by them

Active: Did I eat mangoes?

Passive: Were mangoes eaten by me?

3. Future Indefinite Tense

ہمیشہ کے بعد shall be/will be اور اس کے بعد تیسری فارم لگاتے ہیں۔ مثلاً

Active: He will take tea

Passive: Will be taken by him

Active: We shall read the newspapers

Passive: The newspaper will be read by us

Active: She will write a letter

Passive: A letter will be written by her

Active: She will help me.

Passive: I shall be helped by her

Active: We shall not build a house

Passive: A house will not be built by us

Active: Who will play cricket

Passive: By whom will cricket be played?

4. Present Continuous Tense

دہل کے بعد is/are/am کے بعد be ng اور پھر فعل کی تیسری ذمہ گاتے ہیں۔ مثلاً

Active: He is playing chess.

Passive: Chess is being played by him

Active: He is doing his work

Passive: His work is being done by him

Active: Huma is washing dishes

Passive: Dishes are being washed by Huma

Active: She is inviting me.

Passive: I am being invited by her

Active: They are not taking tea

Passive: Tea is not being taken by them

Active: Why are they knocking at the door?

Passive: Why is the door being knocked at by them?

5. Past Continuous Tense

دہل کے بعد was/were کے بعد being اور پھر فعل کی تیسری ذمہ گاتے ہیں۔ مثلاً

Active: She was making tea

Passive: Tea was being made by her

Active: He was writing a letter.

Passive: A letter was being written by him

Active: Atif was taking tea

Passive: Tea was being taken by Atif

Active: We were playing cricket

Passive: Cricket was being played by us

Active: She was eating apples.

Passive Apples were not being eaten by her

Active Was Sohan telling a lie

Passive Was a lie being told by Sohan?

6. Future Continuous Tense

فعل کے بعد will shall کے being اور پھر فعل کی تیسری فارم لگاتے ہیں۔ مثلاً

Active They will be writing a letter

Passive A letter will be being written by them

Active We shall be reading the books

Passive The books will be being read by us

Active: Atif will be taking tea

Passive: Tea will be being taken by Atif

Active: He will be telling a lie

Passive: A lie will be being told by him

7. Present Perfect Tense

فعل کے بعد has/have been اور پھر فعل کی تیسری فارم لگاتے ہیں۔ مثلاً

Active: He has done his work

Passive: His work has been done by him

Active: Atif has eaten rice

Passive: Rice has been eaten by Atif

Active: He has taken tea

Passive: Tea has been taken by him

Active: I have helped him.

Passive: He has been helped by me

Active: Umar has not shut the door

Passive: The door has not been shut by Umar

Active: How have you started the car?

Passive: How has the car been started by you?

8. Past Perfect Tense

فعل کے بعد had been اور پھر فعل کی تیسری فارم لگاتے ہیں۔ مثلاً

Active: I had invited my friend

Passive: My friend had been invited by me

Active: We had told him.

Passive: He had been told by us

Active: Kashif had taken tea

Passive: Tea had been taken by Kashif

Active: Aisha had made food

Passive: Food had been made by Aisha

Active: They had not done their work

Passive: Their work had not been done by them

Active: Why had he beaten her?

Passive: Why had she been beaten by him?

9. Future Perfect Tense

shall have been / will have been

Active: They will have taken food

Passive: Food will have been taken by them

Active: He shall have bought apples

Passive: Apples will have been bought by him

Active: She will have taken tea.

Passive: Tea will have been taken by her

Active: We will have finished work

Passive: Work will have been finished by us

Active: They shall not have played cricket

Passive: Cricket will not have been played by them

Active: We have cleaned the rooms?

Passive: Will the rooms have been cleaned by him?

Passive Voice کے Tenses درج ہوں گی۔

Indefinite

S + is/are/am + V (I) + O (Present)

S + was/were + V (II) + O. (Past)

S + will be/shall be + V (I) + O (Future)

Progressive

S + is/are/am + being + V (I) + O (Present)

S + was/were + being + V (II) + O (Past)

S + shall/will + be + being + V (I) + O (Future)

Perfect

S + have/has + been + V (II) + O (Present)

S + had + been + V (I) + O (Past)

S + shall/will + have + been + V (II) + O (Future)

Perfect Progressive

S + have/has + been being + V (II) + since/for + point of time/period of time (Present)

S + had + been being + V (III) + since/for + point of time/period of time (Past)

S + shall/will + have been being + V (II) + since/for + point of time/period of time (Future)

Explanation

درج ہوں گے اور ہوں گے میں S یعنی دہلی (subject) سے مراد وہ لفظ ہے جس کا موضوع ہوا

سے کیونکہ Passive Voice میں Active Voice کے Object کو دہلی بنا رہے ہوں گے

کرتے ہیں گرجی Active Voice میں، مشتق ہوں یعنی یک جاندار اور دوسرا ہے جان تو آپ جاندار کو Passive Voice کا فعل بنا میں۔

Passive Voice کا کول بھی جملہ مواس میں اصل فعل کی تیسری فارم استعمال ہوتی ہے۔ Tense بدلتے وقت ہم تیسری فارم کو نہیں جیمہ اجاتا بلکہ صرف اعدادی فعل کو بدلتے ہیں۔

(1) فعل کے بعد I / am / are / s کے بعد اگر فعل کی تیسری فارم ہو تو یہ Present Passive Voice کا Indefinite جملہ ہوتا ہے۔

(2) فعل کے بعد was / were کے بعد اگر فعل کی تیسری فارم ہو تو یہ Past Passive Voice کا Indefinite جملہ ہوتا ہے۔

(3) فعل کے بعد I / will / shall کے بعد اگر فعل کی تیسری فارم ہو تو یہ Future Passive Voice کا Indefinite جملہ ہوتا ہے۔

(4) فعل کے بعد I / am / are / s کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Present Progressive Passive Voice کا جملہ ہوتا ہے۔

(5) فعل کے بعد was / were کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Past Progressive Passive Voice کا جملہ ہوتا ہے۔

(6) فعل کے بعد I / will / shall be کے بعد being اور پھر فعل کی تیسری فارم ہو تو یہ Future Progressive Passive Voice کا جملہ ہوتا ہے۔

(7) فاعل کے بعد I / has / have کے بعد been اور پھر فعل کی تیسری فارم ہو تو یہ Present Perfect Passive Voice کا جملہ ہوتا ہے۔

(8) فعل کے بعد I / had کے بعد been اور پھر فعل کی تیسری فارم ہو تو یہ Past Perfect Passive Voice کا جملہ ہوتا ہے۔

(9) فاعل کے بعد I / will / shall کے بعد have been اور پھر فعل کی تیسری فارم ہو تو یہ Future Perfect Passive Voice کا جملہ ہوتا ہے۔

نوٹ اگرچہ Perfect Progressive Passive Voice کا استعمال بہت ہی نایاب ہے لیکن گرامر کی رو سے یہ ممکن جملے ہیں۔



How to Identify Passive Voice Sentence?

ب مندرجہ ذیل جملوں کو غور سے پڑھیں کہ Passive Voice اردو کے جملوں کی کیا پہچان ہے اور سے انگریزی میں کس طرح لکھتے ہیں۔ یہ جیسے بہت ہی آسان سوچائیں گے اگر آپ یہ نوٹ کریں کہ جملوں میں تبدیلی کس طرح کی جاتی ہے۔ یہ وہ فعل کی اصل حالت کو تبدیل نہیں صرف Tense میں امدادی فعل کو تبدیل کرنے سے یا Tense اور نیا بند کر دیتا ہے۔ آپ اسی ترتیب سے جیسے خود ہونے کی کوشش کیجئے۔ کیونکہ پہلے تین جیسے Indefinite کے ہیں۔ پھر تین جیسے Progressive کے ہیں اور پھر تین جیسے Perfect کے ہیں۔

مندرجہ ذیل میں اردو اور انگریزی میں تمام Tenses کے Passive Voice کی پہچان کی خاطر مختلف مثالیں دی گئی ہیں تاکہ آپ کی اچھی طرح سے مشق اور پہچان ہو سکے۔

Example (i)

| | |
|-----------------------------|---------------------------|
| We are invited | ہمیں دعوت دی جاتی ہے۔ |
| We were invited | ہمیں دعوت دی گئی۔ |
| We shall be invited | ہمیں دعوت دی جائے گی۔ |
| We are being invited | ہمیں دعوت دی جا رہی ہے۔ |
| We were being invited | ہمیں دعوت دی جا رہی تھی۔ |
| We shall be being invited | ہمیں دعوت دی جا رہی ہوگی۔ |
| We have been invited | ہمیں دعوت دی جا چکی ہے۔ |
| We had been invited | ہمیں دعوت دی جا چکی تھی۔ |
| We shall have been invited. | ہمیں دعوت دی جا چکی ہوگی۔ |

Example (ii)

اسی طرح مندرجہ بالا مثال پر غور کریں

| | |
|----------------------------|-----------------------------|
| Atif is helped | عاطف کی مدد کی جاتی ہے۔ |
| Atif was helped | عاطف کی مدد کی گئی۔ |
| Atif will be helped | عاطف کی مدد کی جائے گی۔ |
| Atif is being helped | عاطف کی مدد کی جا رہی ہے۔ |
| Atif was being helped | عاطف کی مدد کی جا رہی تھی۔ |
| Atif will be being helped | عاطف کی مدد کی جا رہی ہوگی۔ |
| Atif has been helped | عاطف کی مدد ہو چکی ہے۔ |
| Atif had been helped | عاطف کی مدد ہو چکی تھی۔ |
| Atif will have been helped | عاطف کی مدد ہو چکی ہوگی۔ |

Example (iii)

| | |
|--------------------------------|-------------------------------|
| We are waited for | ہمارا انتظار کیا جاتا ہے۔ |
| We were waited for. | ہمارا انتظار کیا گیا۔ |
| We shall waited for | ہمارا انتظار کیا جائے گا۔ |
| We are being waited for | ہمارا انتظار کیا جا رہا ہے۔ |
| We were being waited for | ہمارا انتظار کیا جا رہا تھا۔ |
| We shall be being waited for | ہمارا انتظار کیا جا رہا ہوگا۔ |
| We have been waited for | ہمارا انتظار کیا گیا ہے۔ |
| We had been waited for | ہمارا انتظار کیا جا چکا تھا۔ |
| We shall have been waited for. | ہمارا انتظار کیا جا چکا ہوگا۔ |



How to change Active Voice into Passive Voice

ہم پہلے تفصیل سے یہ سمجھ چکے ہیں کہ Active Voice کے حصوں کے Passive Voice میں کیسے تبدیل کیا جاتا ہے۔ یہ اس نذر میں سب سے ذرا دیکھیں۔

Example (i)

Active: He like mangoes.

Passive: Mangoes are liked by him

Active: I make tea.

Passive: Tea is made by me

Active: She invites me.

Passive: I am invited by her

Active: Atif does not tell me

Passive: I am not told by Atif

Active: Does he post the letter?

Passive: Is the letter posted by him?

Active: Zubair washed the car

Passive: The car is washed by Zubair

Active: We did not see tiger

Passive: A tiger was not seen by us

Active: Did Atif eat mangoes?

Passive: Were mangoes eaten by Atif?

Active: Aisha bought books

Passive: Books were bought by Aisha

Active: Huma washed the clothes

Passive: Clothes were washed by Huma

Active: We shall read the newspapers.

Passive: The newspapers will be read by us

Active: I shall write him a letter

Passive: A letter will be written him by me

Active: Anwar will help me

Passive: I shall be helped by Anwar

Active: He will not build a house

Passive: A house will not be built by him

Active: He is doing my work

Passive: My work is being done by him

Active: Who will play cricket?

Passive: By whom will cricket be played?

Active: They are not taking tea

Passive: Tea is not being taken by them

Active: Why are you knocking at his door?

Passive: Why is his door being knocked by you?

Active: He is washing dishes

Passive: Dishes are being washed by him

Active: She is inviting me

Passive: I am being invited by her

Active: I was writing a letter

Passive: A letter was being written by me

Active: She was taking tea

Passive: Tea was being taken by her

Active: We were playing cricket

Passive: Cricket was being played by us

Active: Atif was not eating apples

Passive: Apples were not being eaten by Atif

Active: Were he telling a lie?

Passive: Was a lie being told by him?

Active: He had eaten rice.

Passive: Rice had been eaten by him

Active: Akbar had taken tea.

Passive: Tea had been taken by Akbar

Active: I have helped Atif.

Passive: Atif has been helped by me

Active: Umar had not shut the door

Passive: The door had not been shut by Umar

Active: How had he started the car?

Passive: How had the car been started by him?

Active: I had told him.

Passive: He had been told by me.

Active: Akbar had taken tea

Passive: Tea had been taken by Akbar

Active: Aisha had made food

Passive: Food had been made by Aisha

Active: We had not done our work.

Passive: Our work had not been done by us

Active: Why had you beaten him?

Passive: Why had he been beaten by you?

Active: I shall have bought apples

Passive: Apples will have been bought by me

Active: He will have taken tea

Passive: Tea will have been taken by him

Active: They will have finished work

Passive: Work will have been finished by them

Active: We shall not have played cricket

Passive: Cricket will not have been played by us

Active: Will she have cleaned the table?

Passive: Will the table have been cleaned by her?

Active: Adeen learns his lesson.

Passive: Lesson is learnt by Adeen

Active: We love Pakistan

Passive: Pakistan is loved by us

Active: Adeen bought a pen

Passive: A pen was bought by Adeen

Active: He is washing clothes

Passive: Clothes are being washed by him

Active We were doing sums

Passive Sums were being done by us

Active: I has eaten rice

Passive: Rice has been eaten by me

Active: Aqeel has broken a glass

Passive: A glass has been broken by Aqeel

Active: The teacher will teach us the lesson

Passive: The lesson will be taught us by the teacher

Active: She will be doing my work

Passive: My work will be being done by her

Active: She will have helped me

Passive: I shall have been helped by her

Active: I am doing his work

Passive: His work is being done by me

Active: He helps me.

Passive: I am helped by him

Active: She took tea

Passive: Tea was taken by her

Active: Akbar drives the car

Passive: The car is driven by Akbar

Active: We have won the match

Passive: The match has been done by us

Active: She will make cake

Passive: Cake will be made by her

Active: I had written a letter

Passive: A letter had been written by me

Active: I beat him.

Passive: He was beaten by me

Active: He will be repairing T V

Passive: T V will be being repaired by him

Active: They inform us.

Passive: We are informed by them

Active: All the boys like him

Passive: He is liked by all the boys

Active: Mr. Bilal taught us

Passive: We were taught by Mr. Bilal

Active: A dog has bitten the boys

Passive: The boys have been bitten by a dog

Active: She eats mangoes

Passive: Mangoes are eaten by her

Active: Atif made century

Passive: Century was made by Atif

Active: They do not help us.

Passive: We are not helped by them

Active: Do you like mangoes?

Passive: Are mangoes liked by you?

Active: Why does he tell her?

Passive: Why is she told by him?

Active: He has sold his house

Passive: His house has been sold by him

Active: He took tea

Passive: Tea was taken by him

Active: Who stole my pen?

Passive: By whom my pen was stolen?

Active: Why did you invite him?

Passive: Why was he invited by you?

Active: They are playing cards

Passive: Cards are being played by them

Active: I shall invite her to dinner

Passive: She will be invited to dinner by me

Active: Atif was teaching us

Passive: We were being taught by Atif



Active: Huma will not do it carefully

Passive: It will not be done carefully by Huma

Active: He was lighting the fire.

Passive: The fire was being lighted by him

Active: Help him in this matter

Passive: He should be helped in this matter

Active: Did you ring the bell?

Passive: Was the bell rung by you?

Active: We picked flowers.

Passive: Flowers were picked by us.

Active: Why did the teacher punish us?

Passive: Why were we punished by the teacher

Active: Let him write a letter

Passive: Let the letter be written by him

Active: The police arrested him

Passive: He was arrested by the police

Active: The flood damaged the crops

Passive: The crops were damaged by the flood

Active: The peon will ring the bell

Passive: The bell will be rung by the peon

Active: He will not do this work.

Passive: This work will not be done by him

Active: The girls are singing a song

Passive: A song is being sung by the girls

Active: Was he driving a bus?

Passive: Was a bus being driven by him?

Active: Who winds the watch?

Passive: By whom the watch is wound?

Active: Let them play cricket

Passive: Let the cricket be played by them

Active: Will you light the lamp?

Passive: Will the lamp be lighted by you?

Active: I look after the house

Passive: The house is looked after by me

Active: Who teaches English?

Passive: By whom is English taught?

Active: She cannot do this sum

Passive: This sum cannot be done by her

Active: Does he say his prayers?

Passive: Are his prayers said by him?

Active: She has done her work

Passive: Her work has been done by her

Active: Akbar set up a factory

Passive: A factory was set up by Akbar

Active: Do you laugh at me?

Passive: Am I laughed at by you?

Active: Atif married a poor girl

Passive: A poor girl was married by Atif

Active: Atif helped me

Passive: I was helped by Atif

Active: Who will teach me?

Passive: By whom will I be taught?

Active: Who solved these sum?

Passive: By whom will these sum be solved?

Active: When does he ring the bell?

Passive: When is the bell rung by him?

Active: Where do we play the game?

Passive: Where is the game played by us?

Active: Why was he writing a letter?

Passive: Why was a letter being written by him?

Active: I had told him

Passive: He had been told by me

Active: He learns his lesson

Passive: His lesson is learnt by him

Active: We love Pakistan

Passive: Pakistan is loved by us

Active: He bought a pen.

Passive: A pen was bought by him

Active: She was washing clothes

Passive: Clothes were being washed by her

Active: They are doing sums.

Passive: Sums are being done by them

Active: We had eaten rice

Passive: Rice had been eaten by us

Active: He had broken a glass

Passive: A glass had been broken by him

Active: The teacher will teach us the lesson

Passive: The lesson will be taught us by the teacher

Active: He will be doing my work

Passive: My work will be being done by him

Active: She will have helped me.

Passive: I shall have been helped by her

Active: She is doing her work.

Passive: Her work is being done by her

Active: She helps me.

Passive: I am helped by her.

Active: Atif took tea.

Passive: Tea was taken by Atif.

Active: Manzoor drives the car.

Passive: The car is driven by Manzoor

Active: Our team had won the match

Passive: The match had been won by our team

Active: Huma will make cake.

Passive: Cake will be made by Huma

Active: Atif had written a letter

Passive: A letter had been written by Atif

Active: Adeen beat him

Passive: He was beaten by Adeen

Active: Zubair will be repairing T V

Passive: T V will be being repaired by Zubair

Active: Usman inform us

Passive: We are informed by Usman

Active: All the boys like Amjad

Passive: Amjad is liked by all the boys

Active: A dog has bitten him

Passive: He has been bitten by a dog

Active: Manzoor made century

Passive: Century was made by Manzoor

Active: Does Khurram like mangoes?

Passive: Are mangoes liked by Khurram?

Active: Faisa has sold his house

Passive: His house has been sold by Faisa

Active: She took tea

Passive: Tea was taken by her

Active: Why did you invite Kran?

Passive: Why was Kran invited by you?

Active: I shall invite her to dinner

Passive: She shall be invited to dinner by me

Active: Kran will not go to school

Passive: It will not be sent to school by Kran

Active: He was lighting the fire

Passive: The fire was being lightened by him

Active: Did you ring the bell?

Passive: Was the bell rung by you?



Active: Why did the teacher punish us?

Passive: Why were we punished by the teacher?

Active: The police arrested him.

Passive: He was arrested by the police.

Active: The peon will ring the bell.

Passive: The bell will be rung by the peon.

Active: The girls were singing a song.

Passive: A song was being sung by the girls.

Active: Is he driving a bus?

Passive: Is a bus being driven by him?

Active: Let us play cricket.

Passive: Let the cricket be played by us.

Active: He looked after the house.

Passive: The house was looked after by him.

Active: He cannot do this sum.

Passive: This sum cannot be done by him.

Active: I wind the clock.

Passive: The clock was wound by me.

Active: I lend him my camera.

Passive: He is lent my camera by me.

Active: Atif married a poor girl.

Passive: A poor girl was married by Atif.

Active: Who will teach us?

Passive: By whom will we be taught?

Active: When does he ring the bell?

Passive: When is the bell rung by him?

Active: Why is he writing a letter?

Passive: Why is a letter being written by him?

Active: Mr. Khurram taught us.

Passive: We were taught by Mr. Khurram.

Active: She eats mangoes.

Passive: Mangoes are eaten by her

Active: They do not help us.

Passive: We are not helped by them

Active: Why does he tell her?

Passive: Why is she told by him?

Active: She knits sweaters

Passive: Sweaters are knitted by her

Active: Who stole my pen?

Passive: By whom was my pen stolen?

Active: They were playing cards

Passive: Cards were being played by them

Active: He is teaching us

Passive: We are being taught by him

Active: I do not waste my time

Passive: My time is not wasted by me

Active: He solved this matter.

Passive: This matter was solved by him

Active: We pick the flowers

Passive: Flowers are picked by us

Active: Let him write the letter

Passive: Let the letter be written by him

Active: The flood damaged the crops

Passive: The crops were damaged by the flood

Active: He will not do this work

Passive: This work will not be done by him

Active: He has sold all the mangoes

Passive: All the mangoes have been sold by him

Active: Will you switch on the lamp?

Passive: Will the lamp be switched on by you?

Active: Who teaches Urdu?

Passive: By whom is Urdu taught?



Active: Do you say your prayers?

Passive: Are your prayers said by you?

Active: Faisal sets up a factory

Passive: A factory is set up by Faisal

Active: Do you laugh at me?

Passive: Am I laughed at by you?

Active: I helped Huma

Passive: Huma was helped by me.

Active: Who solved the sum?

Passive: By whom was the sum solved?

Active: Where do they play the game?

Passive: Where is the game played by them?

Active: I have told him

Passive: He has been told by me

Active: I drink milk

Passive: Milk is drunk by me

Active: We take exercise early in the morning

Passive: Exercise is taken by us early in the morning

Active: He does not like these shoes

Passive: These shoes are not liked by him

Active: We do not waste our time

Passive: Our time is not wasted by us

Active: Who rang the bell?

Passive: By whom was the bell rung?

Active: Good children always speak the truth

Passive: The truth is always spoken by good children

Active: Atif often deceives him

Passive: He is often deceived by Atif

Active: Atif obeys his parents.

Passive: His parents is obeyed by Atif

Active: Does she know your name?

Passive: Is your name known by her?

Active: Everybody can do everything

Passive: Everything can be done by everybody

Active: Bial was speaking truth

Passive: Truth was being spoken by Bial

Active: Akhtar was doing his work

Passive: His work was being done by Akhtar

Active: Who was calling you?

Passive: By whom were you being called?

Active: What was biting you?

Passive: What were you being bitten?

Active: He will take tea tomorrow

Passive: Tea will be taken by him tomorrow

Active: She was not taking meal

Passive: Meal was not being taken by her

Active: The baby was asking for milk

Passive: Milk was being asked for by the baby

Active: We shall learn our lesson by heart

Passive: Our lesson will be learnt by heart by us

Active: You had ruined me

Passive: I had been ruined by you

Active: God will help us.

Passive: We shall be helped by God

Active: He knocks at the door

Passive: The door is knocked at by him

Active: I do not fool Sobia

Passive: Sobia is not fooled by me



Direct & Indirect Narration

Narration :- کسی چیز کے بارے میں کسی شخص کو بتانے کی بات کہنا ہے۔

1. Direct Narration :- کسی شخص کے منہ سے نکلتی بات کو براہ راست Direct Narration کہتے ہیں۔

2. Indirect Narration :- کسی شخص کے منہ سے نکلتی بات کو دوسرے شخص کے منہ سے کہنا Indirect Narration کہلاتا ہے۔

e.g Direct - He said to me "I want new clothes"
Indirect - He told me that he wanted new clothes

(1) Inverted Commas :- کسی شخص کے منہ سے نکلتی بات کو براہ راست کہتے ہیں۔
Inverted Commas استعمال کرتے ہیں۔

2. Reporting Speech :- یہ حصہ جو Inverted Commas سے شروع ہوتا ہے Reporting speech کہتے ہیں جس کا دوسرا حصہ Inverted Commas میں I said to him کہتا ہے۔

(3) Reported Speech :- یہ حصہ جو Inverted Commas میں آتا ہے Reported speech کہتے ہیں جس کا دوسرا حصہ Inverted Commas میں I want new clothes کہتا ہے۔
Inverted Commas میں آتا ہے Reported speech کہتے ہیں جس کا دوسرا حصہ Inverted Commas میں I want new clothes کہتا ہے۔

(4) Reporting Verb :- Inverted Commas سے شروع ہونے والے حصہ کو Reporting Verb کہتے ہیں۔
Reporting Verb کہتے ہیں۔ مثلاً said۔

(5) Reported Verb :- Inverted Commas میں آتا ہے Reported verb کہتے ہیں۔
Inverted Commas میں آتا ہے Reported verb کہتے ہیں۔ مثلاً want۔

نوٹ :- Inverted Commas کے اندر اور باہر والے حصے کو ملانے کے لئے Direct Speech سے پہلے comma (,) ڈالنا پڑتا ہے۔ مثلاً me کے بعد comma ()

Direct Narration کی Indirect Narration میں تبدیلی -

Direct سے Indirect میں تبدیلی کرنے وقت تین قسم کی تبدیلیاں کی جاتی ہیں۔

(1) Change in Pronouns (اسم صہار میں تبدیلی)

(2) Change in Tenses (زمانہ میں تبدیلی)

(3) Change in Words (صط میں تبدیلی)

(1) Change in Pronouns (اسم صہار میں تبدیلی) -

(1) inverted Commas کے نمبر پر I اور We my (mine) me

as ours میں نہیں آتے Commas کے نمبر پر subject میں دہل کے مطابق

تبدیل کریں گے e.g

Direct - He says to me, "It is my book."

Indirect - He says to me that it is his book

(2) inverted Commas کے نمبر پر you your (yours) والے

حصے کے مفعول کے مطابق تبدیل کریں۔ مثلاً

Direct - I said to her "You can't help me"

Indirect - I told her that she could not help me

(3) subject میں تبدیلی کی جاتی ہے

(4) Third Person کے پانچوں میں مدتے طریقہ کار کے لئے آپ سے نہیں سے

مدد لیتے ہیں۔

| 1 | 2 | 3 |
|------|----------------|------|
| I | My (Mine) | Me |
| We | Our (Ours) | Us |
| You | Your (Yours) | You |
| He | His | Him |
| She | Her (Hers) | Her |
| It | Its | It |
| They | Their (Theirs) | Them |

1 Direct - Saqib said to me "I am doing work"

Indirect - Saqib told me that he was doing work

2 Direct - Saqib said to her "I am not teasing you"

| | | |
|-----------------------|------|--------------------|
| Present Perfect | into | Past Perfect |
| Continuous | | Continuous |
| Past Indefinite Tense | into | Past Perfect Tense |
| is am are, | into | was (were) |
| was, were | into | had been |
| Have, Has | into | had |
| Shall, will | into | would |
| May | into | might |
| Can | into | could |

Direct - I said to him "I do my work daily"

Indirect - I told him that I did my work daily

Direct - She said to me "I am going to college"

Indirect - She told me that she was going to college

Direct - Atif said to Kiran "I have taken tea"

Indirect - Atif told Kiran that he had taken tea

Direct - He said to you "I have been living here since 2003"

Indirect - He told you that he had been living there since 2003.

Direct - She said to Tariq "They are students"

Indirect - She told Tariq that they were students

Direct - Sadia said to Tariq, "I met you yesterday"

Indirect - Sadia told Tariq that she had met him the previous day

نوٹ: کائناتی حقیقت (Universal Truth) بذکرہ اسم، غیرہ کے جملوں میں Commas

سے اندر tense تبدیل نہیں کیا جاتا ہے۔

Direct - He said to me, "The sun rises in the east"

Indirect - He told me that the sun rises in the east

(3) Change in Words (الفاظ میں تبدیلی) -

گرم Commas کے باہر Past Tense استعمال ہوتا ہے Commas کے اندر

اسے تبدیل کرتے وقت مختلف الفاظ میں مندرجہ ذیل تبدیلی آتی ہے۔

| | | |
|------------|---------|------------------|
| this | becomes | that |
| today | becomes | that day |
| yesterday | becomes | the previous day |
| last night | becomes | the night before |
| tonight | becomes | that night |
| tomorrow | becomes | the next day |
| now | becomes | then |
| next | becomes | the following |
| these | becomes | those |
| here | becomes | there |
| ago | becomes | before |
| thus | becomes | so |

Present/Future Sentences

Examples

| | |
|----------|--|
| Direct | I say, "I do not waste my time." |
| Indirect | I say that I do not waste my time. |
| Direct | He says to me, "She is going to the market." |
| Indirect | He says to me that she is going to the market. |
| Direct | My father says to me, "I am very hard working." |
| Indirect | My father says to me that I am very hard working. |
| Direct | The old man will say to you, "Speak the truth." |
| Indirect | The old man will say that I shall speak the truth. |
| Direct | He says, "He is leaving for Lahore." |
| Indirect | He says that he is leaving for Lahore. |
| Direct | She will say to me, "I cannot solve this sum." |
| Indirect | She will tell me that she cannot solve this sum. |

Important Points

گرمہ Future Tense, Present سے ملے ہوئے ہیں

ت کے فعل (Verb) میں ہوں تبدیل نہیں آتی۔

(2) یہ صورت میں ہونا ہے جسے کے اعداد بھی تبدیل نہیں کرتے۔

(3) یہ امرات میں صرف یہاں کی تبدیلی ہوتی ہے تو اسے کہنا کہ that کا یہاں ہے۔

Assertive Sentences

Examples

- Direct - She said to her son, 'You are only wasting my time these days.'
- Indirect - She told her son that he was only wasting her time those days.
- Direct - 'Now it is my turn' said he to them, to sit on the chair.
- Indirect - He told them that it was then his turn to sit on the chair.
- Direct - 'No Usman' said they 'you did not lose the game, yesterday'
- Indirect - They told Usman that he had not lost the game the previous day.
- Direct - She said to him 'Sir, my brother was ill'
- Indirect - She told him respectfully that her brother had been ill.
- Direct - 'Things are not what they seem' said the wise oldman.
- Indirect - The wise oldman said that things are not what they seem.
- Direct - 'The earth' said the teacher, 'is round'
- Indirect - The teacher said that the earth is round.

Important Points

- ایسے اقراءات میں کوئی تبدیلی (صحیح یا غلط یا مثبت یا منفی) نہیں یا ناممکن بیان کرتے ہیں۔ ایسے اقراءات کو Indirect میں تبدیل کرتے وقت
- (1) your highness your majesty your honour کو

(2) Commas کے علاوہ حصوں کے درمیان Commas کے باہر والے حصے کو تحریر کر دیا جائے تب بھی Commas کے باہر والے حصہ اور پھر اعداد سے حصوں کو Indirect میں تبدیل کریں۔

3) اگر کوئی بات جان چاہی ہے: said کہ جس پر to do میں جس سے to حذف کریں۔

(4) سچی بات حقیقت (Universal Truth) ہے tense کو تبدیل نہیں کیا جاتا۔

(5) اس قسم کے فقرات میں sad کو تبدیل نہ کیجیے گا۔

Imperative Sentences

Examples

- | | |
|------------|---|
| Direct - | The master said to his servant, 'Polish my shoes.' |
| Indirect | The master ordered his servant to polish his shoes |
| Direct - | The boy said to the teacher "Sir, grant me leave for one day." |
| Indirect - | The boy requested the teacher respectfully to grant him leave for one day |
| Direct - | The teacher said to the boy "Don't tell a lie" |
| Indirect - | The teacher forbade the boy to tell a lie |
| Direct - | He said to his friend, 'Good-bye' |
| Indirect - | He bade good bye to his friend |
| Direct - | He said to his servant, 'Get out of the room' |
| Indirect - | He ordered his servant to get out of the room |
| Direct - | The teacher said to his pupils, 'Work hard' |
| Indirect - | The teacher advised his pupils to work hard |

یاور کہنے کی باتیں

ایسے فقرت میں حکم اچھا نصیحت وغیرہ دینی چاہیے۔ ان کو Indirect میں تبدیل کرتے

1. فقرے میں ختم ہونے والے Sa d اور O r d e r e d متعلقہ ہیں۔
2. نصیحت کرنے والے A d v e s e d متعلقہ ہیں۔
3. خجائے کے B e g g e d متعلقہ ہیں۔
4. منع کرنا والے F o r b a d e متعلقہ ہیں۔
5. فقرے میں A n d کے ساتھ O r d e r e d n o t t o و f o r b a d e t o متعلقہ ہیں۔
 کریں اور t h a t لکھیں۔
6. A g g r e s s e d کے ساتھ p r o p e r لکھیں۔
7. v e r b کے ساتھ s h o u l d لکھیں۔

Important Points

Indirect

inquire (s) Ask (s) - Says

s Are Am Was

Can May

Whether

do did

How Whom Whose What

Whether

s Was, Were We Shall Am May

Do Did Does

Optative Sentences

Examples

- Direct - Father said to me "May you have a son!"
- Indirect - Father prayed for me that I might have a son with a son
- Direct - Mother said to me "May you win the match"
- Indirect - Mother prayed (for me) that I might win the match
- Direct - They said "May we win the match"
- Indirect - They prayed that they might win the match
- Direct - We said "Would that we were soldiers"

| | |
|------------|--|
| Indirect | We wished that we had been soldiers |
| Direct - | The old lady said 'Would that I were young' |
| Indirect - | The old lady wished that she had been young |
| Direct | Mother said, 'May you succeed Sobia' |
| Indirect - | Mother prayed for Sobia that she might succeed |

Important Points

ایسے فقرات میں تمہیں یاد رکھنا پڑتا ہے ان indirect میں تبدیل کرتے وقت

(1) Wish(es), Pray(s) کو Say(s) میں اور Wished, Prayed کو said میں بدل دیا جاتا ہے۔

(2) اس کے بعد that استعمال کیا جاتا ہے۔

(3) May کو دلائل کے بعد ہر واسطے Verb کے لحاظ سے Might, May میں تبدیل کیا جاتا ہے۔

(4) دعائیہ فقرات میں "I" کو ختم کر کے صرف "I" ڈالا جاتا ہے۔

(5) خواہش واسطے فقرات میں would that کو باقی ختم کر دیا جاتا ہے صرف wished کے بعد that استعمال ہوتا ہے۔

Exclamatory Sentences

Examples

Direct - The boys said "Hurrah! we have won the match."

Indirect - The boy exclaimed with the joy that they had won the match.

Direct - The oldman said 'Alas! I am undone'

Indirect - The oldman exclaimed with sorrow that he was undone

Direct - The boy said 'what a pretty flower it is'

Indirect - The boy exclaimed in a great surprise that it was very pretty flower.

Direct - They said, "How foolish this girl is!"

- Indirect - They exclaimed with wonder that the girl was very foolish.
- Direct - Aslam said, 'How sweet these mangoes are!'
- Indirect - Aslam exclaimed joyfully that those mangoes were very sweet.
- Direct - Umer said, 'Father has come.'
- Indirect - Umer exclaimed with joy that father had come.

Important Points

Exclamatory فقرات کی قدری یا پانک جذبہ کا ظہور کرتے ہیں۔ یہ جذبہ خوشی یا خوف اور رنج وغیرہ کے ہو سکتے ہیں۔

ان فقرات Direct سے Indirect میں تبدیل کرتے وقت مسدود جمل باتوں کا خیال رکھا جاتا ہے۔

(1) مذکورہ فقرات میں inverted commas سے مسدود حصہ کا Exclaim(s) Verb یا Exclaimed میں بدل دیا جاتا ہے۔ یا حیرانی ظاہر کر کے والے فقرات میں great surprise said in استعمال کریں۔

(2) ایسے فقرات کے how what verb سے بدل کر پہلے یہ فقرہ نامی فقرات Indirect میں بدلیں۔

(3) Exclamatory Sentence خوشی کا اظہار کرتا ہے Exclaim(s/ed) joy with در غم کے اظہار کی صورت میں Exclaim(s/ed) with sorrow یا ترتیب Exclaim(s/ed) joyfully اور Exclaim(s/ed) sorrowfully میں تبدیل کر دیا جاتا ہے۔

(4) Commas والے حصہ میں موجود Aha Alas اور Hurrah وغیرہ جیسے الفاظ ختم کر دیئے جاتے ہیں اور دہرے الفاظ Indirect میں آ جاتے ہیں۔

Sentences Of "Let"

Examples

- Direct - Sobia said, "Let me go."
- Indirect - Sob a requested to let her go. OR

Sobia requested that she should be allowed to go.

Direct - Tariq said 'Sohail let's move

Indirect - Tariq proposed Sohail to move OR

Tariq said to Sohail that they should move

Direct - Sobia said to me 'Let him do work'

Indirect - Sobia proposed me to let him do work

Direct - 'Brother' said Faisal 'Let us take food'

Indirect - Faisal said to his brother that they should take food

Direct - 'I shall not let you do anything wrong' said Atif

Indirect - Atif said that he would not let him do anything wrong

Important Points

(1) اگر اصل میں دعوت، درخواست، سفارش یا تجویز کے الفاظ استعمال کیے گئے ہوں تو یہاں پر 'let' استعمال کرتے ہیں۔
اور اگر یہ الفاظ استعمال نہیں کیے گئے ہوں تو یہاں پر 'propose' استعمال کرتے ہیں۔

Let us go now. آج ہی چلیں۔

Let us study آج ہی پڑھیں۔

Let me go مجھے چاہیے۔

Let him work. اسے کام کرنے دو۔

(a) let کے بعد جن جملوں میں استفہام، سوچنا، تجویز یا suggest یا propose

استعمال کریں۔ اسے 'should' کے بعد لکھیں کی بجائے 'must' استعمال کرتے ہیں۔ باقی تبدیلیاں اصول کے مطابق کریں۔

(b) اگر let استعمال نہ ہو تو جملوں میں 'request' استعمال کرتے ہیں اور دوسرے

جملوں میں 'should be' یا 'must be' استعمال کریں۔

Some More Solved Examples

Dir: I said, "I go to school daily."

Ind: I said that I went to school daily.

Dir: I said, "I shall go there."

- Ind: I said that I would go there.
- Dir: He said "The sun rises in the East."
- Ind: He said that the Sun rises in the East.
- Dir: He said, "I am ill."
- Ind: He said that he was ill.
- Dir: Nabeel said to me, "Where are you going?"
- Ind: Nabeel asked me where I was going.
- Dir: Laika said, "I am too ill to speak."
- Ind: Laika said that she was too ill to speak then.
- Dir: Zafar said, "I came here yesterday."
- Ind: Zafar told that he had come there the previous day.
- Dir: He said, "This book is mine."
- Ind: He told that that book was his.
- Dir: He said to me, "Thank you."
- Ind: He thanked me.
- Dir: He said to her, "Do you like this picture?"
- Ind: He asked her if she liked that picture.
- Dir: Rabia said to me, "Did you see my sister?"
- Ind: Rabia asked me if I had seen her sister.
- Dir: He said to the teacher, "Sir, may I come in?"
- Ind: He asked the teacher respectfully if he might come in.
- Dir: She said, "Who are you?"
- Ind: She asked who he was.
- Dir: The teacher said to the students, "Show me your home task."
- Ind: The teacher ordered the students to show him their home task.
- Dir: I said to him, "Am I wrong?"
- Ind: I asked him if I was wrong.

Dir: The officer said to servant, "Bring a glass of water."

Ind: The officer ordered the servant to bring a glass of water.

Dir: The father said to his daughter, "Give up the company of bad girls."

Ind: The father advised his daughter to give up the company of bad girls.

Dir: The doctor said to the patient, "How are you now?"

Ind: The doctor asked the patient How he was then?

Dir: The officer said to clerk, "Get out from the office."

Ind: The officer ordered the clerk to get out from the office.

Dir: The General said to his soldiers, "March on, Victory is ours."

Ind: The General commanded his soldiers to march on and assured them that victory was theirs.

Dir: I said to my sister, "Please bring a glass of water."

Ind: I requested my sister to bring a glass of water.

Dir: My father said to my brother, "Do not smoke."

Ind: My father forbade my brother to smoke.

Dir: He said, "Let us go out for a walk."

Ind: He proposed that they should go out for a walk.

Dir: He said, "Let me go there."

Ind: He said that he might be allowed to go there.

Dir: He said, "Do it."

Ind: He orderd to do it.

Dir: I said to you, "Give me your book."

Ind: I requested you to give me your book.

Dir: He said, "Let him try so hard, he cannot succeed."

Ind: He said that he could not succeed however hard he might try.

Dir: He said to the servant, "Have you done this work?"

Ind: He enquired from the servant if he had done that work.

Dir: Azeem will say, "Robert has come."

Ind: Azeem will say that Robert has come.

Dir: I said, "The train arrived late."

Ind: I said that the train had arrived late.

Dir: Rani says to him, "You are clever."

Ind: Rani tells him that he is clever.

Dir: I said to Mujahid, "Where will you stay?"

Ind: I asked Mujahid where he would stay.

Dir: I said to her, "Do you want this pen?"

Ind: I asked her if she wanted that pen.

Dir: The captain said about you, "He is certainly one of our best players."

Ind: The captain told about you that you were certainly one of their best players.

Dir: Habib said, "May he live long!"

Ind: Habib wished that he might live long.

Dir: I said, "May his soul rest in peace!"

Ind: I prayed that his soul might rest in peace.

Dir: She said, "Alas! I am ruined."

Ind: She exclaimed with sorrow that she was ruined.

Dir: He said, "Alas! how foolish I have been!"

Ind: He confessed with regret that he had been very foolish.

Dir: He said, "Hurrah! we have won the match."

Ind: He exclaimed joyfully that they had won the match.

Dir: Boys said, "Hurrah! Our examinations have finished."

Ind: Boys exclaimed with joy that their examinations had finished.

Dir: Ateeq said, "How charming the scenery is!"

Ind: Ateeq exclaimed with joy that scenery was very charming.

Dir: Shazia "Hurrah! I stand first in the class."

Ind: Shazia exclaimed joyfully that she stood first in the class.

Dir: He said, "No, it is not my fault."

Ind: He denied that it was not his fault.

Dir: He said to me, "Do you know him?" I replied, "No."

Ind: He asked me if I knew him. I replied that I did not.

Dir: He said to me, "Rest assured I will stand by you."

Ind: He assured me that he would stand by me.

Dir: He said, "Hello! are you here?"

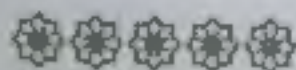
Ind: He was surprised to see him there.

Dir: Amir said, "Hello! Do you live here"?!

Ind: Amir was surprised to see that he lived there.

Dir: Adeel said to his sister, "Where are you going?"

Ind: Adeel asked his sister where she was going.



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